

CAPE TOWN BAPTIST SEMINARY



2026
PROSPECTUS

CAPE TOWN BAPTIST SEMINARY NPC

The Cape Town Baptist Seminary is registered as a Non-profit Company according to the Companies Act, 2008; Company no. 2003/031148/08 and is registered with the Department of Higher Education as a Private Higher Education Institution under the Higher Education Act 1997; Registration certificate no. 2000/HE08/005.

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The Cape Town Baptist Seminary welcomes campus visits from prospective students and other interested individuals. Arrangements for such visits or any other enquiries may be made by contacting any of the following individuals:

Prof Godfrey Harold - Principal / CEO

E: principal@ctbs.org.za
T: +2721 637 9020

Ms Colleen Nourse - Registrar

E: info@ctbs.org.za
T: +2721 637 9020

Dr Kennedy Mulenga - Academic Dean

E: academicdean@ctbs.org.za
T: +2721 637 9020

Mrs Gail Davis- Student Dean

E: studentdean@ctbs.org.za
T: +2721 637 9020

Rev Anselmo Vilanculor - Administration Dean

E: admin@ctbs.org.za
T: +2721 637 9020

For any Finance related enquiries contact:

Mrs Arlene Haylett - Bookkeeper

E: bookkeeper@ctbs.org.za
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PRINCIPAL'S WELCOME



That you have started reading this Prospectus indicates that you have been wrestling with a sense of call and that you wish to investigate theological education alternatives among the most credible institutions. Thank you for considering us among the plethora of local and international options at your disposal. Welcome to CTBS!

Our vision gives purpose to our existence: ***"Training Christian Leaders to Transform Lives and Society Biblically"***. Our training is manifested through our Christ-centred Curriculum that moves away from the philosophy of theological education to theological training. It is possible to have a theological education that embedded in training for competence in a Ministry context.

Our mission, therefore, is ***Training the Head, the Heart and the Hand***, so that students will be able to;

- Lead **LIKE** Christ - *Servant Leadership*
- Lead **FOR** Christ - *His Glory and His Church*
- Lead **TO** Christ - *Integral Mission: Proclamation and Demonstrating the Gospel*

At CTBS, you will receive the best Accredited Theological Training Courses that are Bible-based and presented by some of the most Spirit-led Pastor-theologians in Africa. While we place a high value on maintaining our academic standard, we first and foremost see your theological training as an act of worship unto the Lord.

Our training is ministry and mission-focused, with research that is critical and adventurous of our faith tradition. We train our students to be professional, confident, courageous, transformational servant-leaders, who respond to the church's challenges and society in Africa.

The success of CTBS is built on our strong Evangelical traditions but also on:

- The dedication of inspiring and excellent faculty and staff.
- The dedication to the highest standards in theological training.
- Partnership with other stakeholders, e.g. churches and other NGO's.
- Our student focus, helping to train them towards the fulfilment of their calling.

We hope that you will join the CTBS and experience superior preparation for ministry in context, under God.

In Christ

Prof. Dr Godfrey Harold

VISION-2030

Our strategic direction statement demonstrates the evolution of Cape Town Baptist Seminary since its inception in 1974 as a manifestation of its commitment to change and continuity. At CTBS, we embrace the challenges that face our sector with a clear goal to become South Africa and Africa's premier theological training institution that is relevant and contextual, with a focus on developing transformational servant-leaders who serve the church of Christ in our SADC region, in our continent, and in our Christ's World.

VISION-2030 has an evident Christocentric focus, placing people at the heart of our programs. Through our training, students can *Lead like Jesus, Lead For Jesus and Lead to Jesus*.

Cape Town Baptist Seminary understands the ever-changing realities and pressures placed upon Christian leaders and, therefore, understands the need to train our students for future work that meets these challenges. The digital world and socio-political realities in South Africa and Africa are lifting and changing the theological expectations of ministry training. This requires adaptation for CTBS to stay abreast of these developments. Technological changes, ministry dynamics, and societal needs are transforming the theological landscape and the Church, thus requiring flexibility in the programs we offer to do training for ministry while in ministry.

Therefore, CTBS understands the need for innovativeness in presenting learning, teaching, and content in our programs is needed now, more than ever before. CTBS also understands that the challenges for church and society are more interconnected, thus requiring interdisciplinary responses.

People

Our *Programs* are learner-focused, taking into consideration formal and informal training. We understand the importance of having the right staff and faculty, men and women who love Jesus Christ, His word, and His world.

Place

We strive to provide *Training for ministry while in ministry*, thus making theological training accessible using technologically assisted means to accomplish our mission.

Programs

We offer *Theological training* that is relevant, contextual, affordable and accessible, with an academic standard adhering to best national and international standards and practice.

Through **VISION-2030**, we will continue to shape our future, as Cape Town Baptist Seminary seeks to *"Train Christian Leaders to Transform Lives and Society Biblically"*.

STATEMENT OF FAITH

The Cape Town Baptist Seminary (CTBS) is one of the Seminaries of the Baptist Union of Southern Africa (BUSA). As a Christian organisation accountable to Baptist Union of Southern Africa under God, the Cape Town Baptist Seminary affirms the following beliefs and Baptist Principles.

1. We believe in the Scriptures of the Old and New Testaments in their original writing as fully inspired of God and accept them as the supreme and final authority for faith and life.
2. We believe in one God, eternally existing in three persons - Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Ghost born of the Virgin Mary, and is true God and true man.
4. We believe that God created man in His own image; that man sinned and thereby incurred the penalty of death, physical and spiritual; that all human beings inherit a sinful nature which issues (in the case of those who reach moral responsibility) in actual transgression involving personal guilt.
5. We believe that the Lord Jesus Christ died for our sins, a substitutionary sacrifice, according to the Scriptures, and that all who believe in Him are justified on the ground of His shed blood.
6. We believe in the bodily resurrection of the Lord Jesus, His ascension into heaven, and His present life as our High Priest and advocate.
7. We believe in the personal return of the Lord Jesus Christ.
8. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.
9. We believe in the resurrection both of the just and the unjust, the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation.
10. We believe that the one true Church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit; that the local Church on earth should take its character from this conception of the Church spiritual, and therefore that the new birth and personal confession of Christ are essentials of Church membership.
11. We believe that the Lord Jesus Christ appointed two ordinances - Baptism and the Lord's Supper - to be observed as acts of obedience and as perpetual witnesses to the cardinal facts of the Christian faith; that Baptism is the immersion of the believer in water as a confession of identification with Christ in burial and resurrection, and that the Lord's Supper is the partaking of bread and wine as symbolical of the Saviour's broken body and shed blood, in remembrance of His sacrificial death till He comes.

The following statement was passed at the Baptist Union Assembly in Krugersdorp in 2000:

That God has ordained marriage as a heterosexual relationship between a natural man and a natural woman.

BAPTIST PRINCIPLES

We, as Baptists, share many areas of our faith with other members of the professing Christian Church. These include a belief in one God, Father, Son and Holy Spirit; in the supreme Lordship of Jesus Christ as Head of the Church; and in the Bible as the inspired Word of God, and as the final authority in all matters of faith and practice. There are, however, areas of principle and practice where we, as Baptists, make distinctive emphases arising out of our understanding of the Scriptures. It is to clarify these that the following statement of Baptist Beliefs and Principles is made.

We, as Baptists, believe in:-

1. The **DIRECT LORDSHIP OF CHRIST** over every believer and over the local church. By this we understand that Christ exercises His authority over the believer and the local Church directly, without delegating it to another.
2. The **CHURCH** as the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit. The local church, being a manifestation of the universal church, is a community of believers in a particular place where the Word of God is preached and observed. It is fully autonomous and remains so notwithstanding responsibilities it may accept by voluntary association.
3. **BELIEVER'S BAPTISM** as an act of obedience to our Lord Jesus Christ and a sign of personal repentance, faith and regeneration; it consists of the immersion in water into the name of the Father, Son and Holy Spirit.
4. The **CONGREGATIONAL PRINCIPLE**, namely that each member has the privilege and responsibility to use his/her gifts and abilities to participate fully in the life of the Church. We recognise that God gifts His Church with Overseers (who are called Pastors or Elders), whose primary function is to lead in a spirit of servanthood, to equip and provide spiritual oversight to the church; and Deacons, whose primary function is to facilitate the smooth functioning of the Church. This principle further recognises that each member should participate in the appointment of the church's office holders, and that constituted church meeting, subject to the direct Lordship of Christ and the authority of Scripture, is the highest court of authority for the local Church.
5. The **PRIESTHOOD OF ALL BELIEVERS**, by which we understand that each Christian has direct access to God through Christ our High Priest, and shares with Him in His work of reconciliation. This involves intercession, worship, faithful service and bearing witness to Jesus Christ, even to the end of the earth.
6. The principle of **RELIGIOUS LIBERTY**, namely, that no individual should be coerced either by the State or by any secular, ecclesiastical or religious group in matters of faith. The right of private conscience is to be respected. For each believer, this means the right to interpret the Scriptures responsibly and to act in the light of his conscience.
7. The principle of **SEPARATION OF CHURCH AND STATE**, in that, in the providence of God, the two differ in their respective natures and functions. The Church is not to be identified with the State nor is it, in its faith or practice, to be directed or controlled by the State. The State is responsible for administering justice, ensuring an orderly society, and promoting the welfare of its citizens. The Church is responsible for preaching the Gospel and for demonstrating and making known God's will, and to care for all mankind.

BOARD OF DIRECTORS

The Seminary is registered as a Non Profit Company under the Companies Act of 2008 (Act No. 71 of 2008), Registration No. 2003/031148/08, and is governed by a Board of Directors, as follows:



Rev Gregory Matthei
Chairperson



Prof Dr Godfrey Harold
Principal / CEO



Mr Abraham Dawson
Secretary



Dr Sipho Zondi



Mrs Yolana Ford



Mrs Nombulelo Miti



Rev Angelo Scheepers



Prof Dr Garth Aziz

The Board of Directors come from a wide range of backgrounds. As active leaders in their respective local communities, they bring to the Seminary a diverse wealth of ministry experience and expertise. The Board of Directors meets on a bi-monthly basis to ensure good governance.

FACULTY & STAFF

The Cape Town Baptist Seminary Faculty and Staff are committed to the Academic success of its students as well as the Spiritual and Practical development necessary to competently discharge duties associated with Christian ministry and service.



Prof. Dr. G. Harold
Principal / CEO- HoD



Dr K.C. Mulenga
Academic Dean-HoD



Rev A.B. Vilanculo
Administration Dean



Ms C. Nourse
Registrar



Dr R. E. Davis
Senior Lecturer- HoD



Mrs A. Haylett
Bookkeeper



Ms C. Isaacs
Librarian



Mrs S. de Lange
Secretary



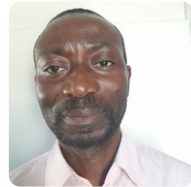
Mr M. Alcock
Facilities



Mrs D Classen
Facilities



Mrs G. Davis
Student Chaplain



Dr D. Kasango
Lecturer



Dr S. Zondi
Lecturer



Dr A. Rabie-Boshoff
Lecturer



Rev Dr. D. Park
Lecturer



Dr Linzay Rinquest
Lecturer



Rev. M September
Lecturer



Rev. T Majahana
Lecturer



Rev S. Peabody
Lecturer



Rev J. Baker
Lecturer



Rev R Mentor
Lecturer



Mr John Scheepers
Lecturer



Rev S. Khan
Lecturer



Rev W. Agenbag
Lecturer



Cape Town Baptist Seminary NPC (CTBS) is one of the Seminaries of the Baptist Union of Southern Africa (BUSA). As a Christian organisation accountable to the Baptist Union of Southern Africa, under God, the Cape Town Baptist Seminary affirms the aforementioned Statement of Belief (pg4) and Baptist Principles (pg5).

ACCREDITATION

Cape Town Baptist Seminary is an official Seminary of the Baptist Union of Southern Africa (BUSA), along with its sister institution, the Baptist Theological College (Randburg), and is an affiliate of the Western Cape Baptist Network (WCBN).

Cape Town Baptist Seminary is registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI), in terms of section 53, 60 and 64 of the Higher Education Act, 1997 (Act No 101 of 1997), under **Registration No. 2000/HE08/005**. The Seminary is therefore accredited by the Council on Higher Education (CHE), the Education and Training Quality Assurer (ETQA), to deliver the following undergraduate programmes listed on the National Qualifications Framework (NQF):

- Bachelor of Theology (Hons) - B.Th. (SAQA ID: 62149)
- Bachelor of Ministry (Hons) - B.Min. (SAQA ID: 62150)
- Master of Theology - MTh (SAQA ID)

In our endeavour to offer programmes that further our objective to **"Train Christian Leaders to Transform Society Biblically"**, Cape Town Baptist Seminary is presently in the process of applying for the accreditation and registration of the following programmes:

- Higher Certificate in Christian Leadership - HCCL (NQF5)
- Bachelor of Theology Honours - BTh Hons (NQF 8)

The Cape Town Baptist Seminary is a registered Non Profit Company, Reg. No. 2003/031148/08, and is a member of the Association of Private Providers of Education, Training and Development (APPETD).

MODE OF INSTRUCTION

Cape Town Baptist Seminary NPC is persuaded that there are elements of preparation for Christian Ministry that necessitate contact if the candidate is to be sufficiently formed to navigate the rigorous demands of Christian Ministry. These circles of contact include:

- Contact with the Church
- Contact with Colleagues / Classmates
- Contact with the Curators of learning (*Lecturers*)

With the advent of COVID-19 regulations that have restricted physical class capacity, the Council on Higher Education has granted a concession that allow educational institutions to supplement Teaching and Learning via technologically assisted means.

The learning curve has been steep, but CTBS is persuaded that there are methods that achieve what we envision through technology. Our mode of delivery remains **contact** with a view toward leveraging the possibilities technology provides.

All Cape Town Baptist Seminary Undergraduate Programmes are presently offered via a Contact Mode of Delivery and includes classroom or technology assisted synchronous lectures, syndicate projects, individual projects, class presentations, reading of prepared materials, recommended reading, simulated learning, problem based learning and numerous experiential learning components et. al.

LANGUAGE POLICY

The official language used at the CTBS is English. All Classes, Course Materials, Assignments, Tests, Examinations and formal Assessments and Correspondence are English-based. Accordingly, English is also the language of issuance of Qualification Certificates and Academic Transcripts.

Nevertheless, as the Seminary grows and demand increases:

- Academic materials may be translated into other languages.
- Until the infrastructure becomes available to service additional languages, assignments and examinations will be written in English. However, the many students who are not first language English speakers will not be penalised for poor spelling and grammar.
- Students, who wish to discuss any matters pertaining to the usage of language, have the right to approach the Academic Dean.
- It is strongly recommended that students have a good grasp of the English language.

More information on the Institutional Language Policy is available on the CTBS Website at: www.ctbs.org.za.

EVENING SCHOOL

Being alert to the realities many students face in our Southern African context, wherein many who wish to be trained for Ministry are unable to leave employment to pursue Day-Time Studies, Cape Town Baptist Seminary hosts an Evening School that accommodates such learners.

The classes and qualifications are the same in quality, content and level of study as that offered during the Daytime School and include preparation for ministry in general, but also cover the studies required to fulfil the requirements for Baptist Union Ministerial Recognition.

This enables persons who wish to pursue and attain quality ministry training to study while continuing in their current remunerated employment and thus continue to care for the well-being of their families.

ADMISSIONS PROCESS

START
HERE



Complete the Online Application Form:
<https://forms.gle/s5NC8h5siyUsgGPJ6>.

Contact the Registrar, Ms Colleen Nourse, via email at info@ctbs.org.za or telephonically at +2721 637 9020 for info.



An Application Fee of R350 is payable upon submitting a full application to be processed. CTBS banking details follow:

Acc Name: Cape Town Baptist Seminary; **Bank:** Standard Bank; **Acc No:** 071 914 463; **Br No:** 050410.



Attend the Admission Interview that will be conducted in person or online as required. If successful, you can expect:

- A Formal Letter of Acceptance via Email
- Mandatory Documentation and Guides via Email
- A *Pro Forma* Invoice of Fees



After being accepted, complete your Registration as follows:

- Select your Modules for the Respective Semester.
- Pay the prescribed amount at Registration.
- Sign the Required Documentation.

WELCOME!

FREQUENTLY ASKED Q'S

What is the Duration of CTBS Bachelors Degree Programmes?

Assuming that the maximum amount of modules have been successfully completed per semester, a Bachelor's Degree will typically be completed within 4 years of Full-time study and within 5 years of Part-time study.

Why is the Duration of CTBS Bachelor's Degree Programmes Longer?

CTBS offers Bachelor's Degrees similar to LLB (*Bachelor of Laws*) or BPharm (*Bachelor of Pharmacy*) qualifications that are longer because you graduate with an Honours Equivalent Qualification that articulates towards a Master's Degree.

CTBS Bachelor's Degrees are 480 Credit (4800 *notional study hours*) Programmes that exit at NQF8 (*Honours Equivalent*) and meet the minimum requirements for admission to a Master's Degree.

Other Bachelor's Degrees are 360 Credit (3600 *notional study hours*) Programmes that exit at NQF 7 and meet the minimum requirements for admission to an Honours Qualification.

Can I take Courses for Non-Degree Purposes?

Yes! This is regularly done by persons who wish to meet the minimum requirements for recognition with the Baptist Union of Southern Africa (BUSA). Furthermore, for those who would like to undertake one or more modules for personal development without committing to a complete Bachelor's Degree, then this is also a viable alternative.

Will my denomination recognise my Degree from CTBS?

All Bachelors degrees from CTBS meet the minimum requirements for recognition as an Accredited Minister of the Baptist Union of Southern Africa (BUSA). Pulse Short Courses meet the minimum requirements for recognition as a Lay-Minister within the BUSA.

CTBS has a student body from several evangelical denominations being trained for effective ministry in their respective churches. These denominations are autonomous and may have different requirements to BUSA for the recognition of ministers. Please consult leadership structures to verify the ministerial requisites within the respective church body.

Will my Degree from CTBS be recognised abroad?

CTBS is accredited with the Council on Higher Education (CHE) and registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution in South Africa. CTBS qualifications align with the National Qualifications Framework administered by the South African Qualifications Authority (SAQA). This places our qualifications on par with those on the Higher Education Qualifications Sub-framework (HEQSF) from any Registered Public or Private Institution in the country.

While it would be alarming for any institution locally or internationally to reject qualifications with these accreditation standards, International Institutions are autonomous and may not wish to admit graduates with South African qualifications. Yet this not a statement of quality but of institutional preference. There is no Higher standard of Accreditation and quality assurance of education in the Republic of South Africa.

FREQUENTLY ASKED Q'S

Does CTBS offer Bursaries?

Alert to our context and our mission to *"Train Christian Leaders to Transform Lives and Society Biblically"* within our particular context, we make bursaries available to qualifying students, depending on availability of the same. These are typically awarded to existing students according to student financial assistance criteria determined by CTBS.

Does CTBS accommodate students with Disabilities?

CTBS works to accommodate students with disabilities or special needs as much as is practical. Our campus is wheelchair friendly and proves itself an safe environment for persons with disabilities, since we employ staff that are differently able-bodied.

In addition, a process exists for persons with special needs to apply for concessions in time and other forms of assistance that respect their confidentiality and dignity.

Do CTBS Facilities comply with Health and Safety Regulations?

Yes! As part of our registration with the Department of Higher Education and Training, CTBS is required to submit Operational Health and Safety Audit Certification issued by Registered OHS Practitioners upon completion of a successful Health and Safety Inspection of our premises annually. Failure to comply with this Health and Safety requirement would jeopardize our registration. Consequently, OHS compliance is an area of exceptional focus throughout the year.

In fact, in 2021 CTBS achieved a 100% compliance rating for Campus Health and Safety for the first time in the known history of the Institution. This high standard has been maintained in subsequent years since, to the present.

Could I Log a Complaint or Grievance with CTBS?

Should you wish to log a complaint or grievance with the Institution, CTBS has a grievances procedure outlined in the Student Handbook. We take allegations of improper conduct and harassment seriously and have dedicated policy stipulations for the receipt, investigation and adjudication of such complaints.

Academic disputes may be directed to the Academic Dean, Dr Kennedy C. Mulenga (acting), directly, via email at academicdean@ctbs.org.za.

Will I be Required to Sign a Student Enrolment Contract at CTBS?

You will be required to sign a Student Enrolment Contract as part of your Registration procedure, by which you agree to submit to the Rules and Regulations set out in the Institution's Rules policy.

In addition, a Confirmation of Programme Form mandated by the Department of Higher Education and Training (DHET) will also be signed and kept on record.

RPL RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a process of identifying, assessing and recognising what a person knows and can do and is based on the premise that people learn both inside and outside formal learning structures. It is used to widen access to education for students who have the potential to succeed but who could otherwise be excluded due to lack of formal qualifications or for a variety of other reasons.

The RPL process involves trying to match previously acquired learning with the learning outcomes of a target qualification and translating it into levels and credits. The Institutional RPL Policy is available on the CTBS Website at: www.ctbs.org.za.

Application for RPL (Recognition of Prior Learning)

1. Select the RPL Option on your CTBS Online Application
2. Submit Prior Learning Portfolio of Evidence
3. Pay the Prescribed Fee for RPL

A maximum of 50% Credit toward a qualification may be awarded.

For more information, contact the Registrar, Ms Colleen Nourse, via email at info@ctbs.org.za or call +2721 637 9020.



PULSE SHORT COURSES

The PULSE Short Course Programmes represent Cape Town Baptist Seminary's attempt at taking Theological Education to the local Church.

Pulse Programmes are offered on Campus to individuals who wish to be developed in their comprehension of Basic Christian Theology and the foundations of Christian Ministry. Alternatively, the courses in the programmes can be offered from any local Church where a CTBS Approved Tutor with a minimum qualification of a Bachelor's Degree facilitates the Pulse Programme locally. PULSE Short Courses are available in three programme formats.

PULSE 1 *STAND-ALONE SHORT COURSES*

Pulse 1 consists of various Stand-alone Short Courses designed to equip the local Church with skills for Ministry. They are suited to persons who wish to be trained or equipped in specific ministry competencies and include, among others:

- Basic Toolbox for Children's Ministry
- Counselling in Children's Ministry
- Introduction to Youth Ministry
- COVID-19 Grief Care
- Evangelism
- Church Treasurer's Short Course
- Introduction to Counselling
- Deacons' Short Course
- Practical Church Administration etc.



Admission Requirements - Do You Qualify?

There are no academic requirements for admission. These Short Courses are open to anyone who would like to be of greater service to the local Church and broader Community.

Enrolment - When and How Do I Apply?

The Stand-alone Short Courses are made available on demand and marketed accordingly on the CTBS Website at www.ctbs.org.za or on our Social Media Platforms. Consequently, they do not need to fall within a typical Academic Year Calendar.

Individuals or Churches seeking training in any particular area of Ministry through the Pulse Stand-alone Short Courses, can contact CTBS by e-mail: info@ctbs.org.za.

Mode of Instruction - How is the Short Course Presented?

The Stand-alone Seminars are available in person or via online tuition.

PULSE 2 *SHORT COURSE IN CHRISTIAN WORK*

The SHORT COURSE IN CHRISTIAN WORK (PART-TIME) consists of 10 Modules and is suited to Christians who wish to be trained or equipped for the theoretical and practical demands of service in the context of a local Church. This Short Course is open to anyone who would like to be of greater service to the local Church and broader Community through active Christian service.

The Modules offered include:

- Old Testament Survey Part I
- Old Testament Survey Part II
- New Testament Survey Part I
- New Testament Survey Part II
- New Testament Background
- Doctrine (Foundations of Faith)
- Prayer
- Evangelism
- Baptist Principles
- Christian Worship

Admission Requirements - Do You Qualify?

The SHORT COURSE IN CHRISTIAN WORK (PART-TIME) is a Further Education and Training Course requiring Grade 10 or Mature Age for admission.

Enrolment - When and How Do I Apply?

Submit your Online Application anytime via the CTBS Website at www.ctbs.org.za or click the following link to the Online Application Form: <https://forms.gle/s5NC8h5siyUsgGPJ6>

Duration - How Long is this Short Course?

The Short Course in Christian Work is typically completed in 12 Months. However, this is dependent on the pace at which the individual or the respective cohort proceeds. There are no minimum or maximum time stipulations within which to complete the Short Course in Christian Work.

Mode of Instruction - How is the Short Course Presented?

The Short Course in Christian Work is offered via **contact** with Syndicated Cohorts wherever Pulse Students are located. Where Cohort is not available, it is possible for single individuals to successfully complete this Short Course via personal Independent Study.

This Short Course is not available online.

Accreditation

The Short Course in Christian Work is NOT an accredited programme and DOES NOT any formal qualification on the National Qualifications Sub-Framework or any equivalency thereto. Its sole intended purpose is to develop persons for Christian Service in the local church or community at large.

PULSE 3 *SHORT COURSE IN PASTORAL MINISTRY*

The SHORT COURSE IN PASTORAL MINISTRY (PART-TIME) consists of 20 Modular courses offered through various study centres around the country and outside. It is suited to Christians who wish to be trained or equipped for the theoretical and practical demands of leadership in the context of a local Church. This Short Course is open to anyone who would like to be of greater service to the local Church and broader Community where they exercise some level of active Christian Leadership roles or functions.

The Modules offered include:

- Old Testament Survey Part I
- Old Testament Survey Part II
- New Testament Survey Part I
- New Testament Survey Part II
- New Testament Background
- Doctrine (Foundations of Faith)
- Prayer
- Evangelism
- Baptist Principles
- Christian Worship
- Hermeneutics
- Homiletics Part I
- Homiletics II
- Old Testament Exegesis
- New Testament Exegesis
- Christian Worship
- Pastoral Care
- Church Administration
- Ethics
- Stewardship
- Evangelism
- Missions
- Church History
- Poverty Alleviation

Admission Requirements - Do You Qualify?

The SHORT COURSE IN PASTORAL MINISTRY (PART-TIME) is a Further Education and Training Course requiring Grade 10 or Mature Age for admission.

Enrolment - When and How Do I Apply?

Submit your Online Application anytime via the CTBS Website at www.ctbs.org.za or click the following link to the Online Application Form: <https://forms.gle/s5NC8h5siyUsgGPJ6>

Duration - How Long is this Short Course?

The Short Course in Pastoral Ministry is typically completed in 24 Months. However, this is dependent on the pace at which the individual or the respective cohort proceeds. There are no minimum or maximum time stipulations within which to complete the Short Course in Christian Work.

Mode of Instruction - How is the Short Course Presented?

The Short Course in Pastoral Ministry is offered via contact with Syndicated Cohorts wherever Pulse Students are located. Should no Cohort be available near you, it is possible to successfully complete this Short Course via Independent Study as well. This Short Course is not available online.

Accreditation

The Short Course in Christian Work is NOT an accredited programme and DOES NOT attain any formal qualification on the National Qualification Sub-Framework. Its sole intended purpose is to develop persons for Christian Service.

BACHELOR OF THEOLOGY

The Bachelor of Theology has been designed to provide a broad theoretical foundation and exposure to skills necessary for rigorous engagement in the respective study field and the relevant work environment. The Bachelor of Theology prepares persons for the Cognitive, Emotional, Psychological and Spiritual demands of Christian Leadership within the Southern African / African Context. This programme is appropriate for:

- School Leavers who are persuaded that they are called to Christian Service and wish to be prepared for the rigours associated with working in the sphere of Christian Service.
- Emerging Leaders who wish to pursue rigorous theological training for service in the body of Christ, such as Children / Youth / Young Adults Workers, Music / Men / Women's Ministry.
- Current Christian Leaders serving in Missions / Market Place / Church Ministry who wish to be thoroughly equipped for Christian Ministry, irrespective of their area of influence.
- Persons who are not necessarily persuaded that they are called to Christian Service in any capacity, but who wish to develop themselves through rigorous theological engagement.

The programme incorporates lectures, tutorials, research and practical sessions, and provides a basis for knowledge, skills, character and spiritual development implicit in Christian Leadership formation.

Admission Requirements - Do You Qualify?

The minimum requirements for admission to the Bachelor of Theology degree are as follows:

- Matric (School Leaving) Certificate with a Bachelor Pass endorsement;
- or
- Pre-2008 Senior Certificate Exemption

International Admission Requirements

International students who have completed High School outside of the Republic of South Africa are required to submit Verification of their Qualifications by the South African Qualifications Authority (SAQA). The minimum requirements for admission to this programme by students in this category is a SAQA verified NQF 4 qualification.

Information related to the process for Evaluating Foreign Qualifications are outlined on this [SAQA](#) web page. The online application for the Evaluation of Foreign Qualifications can be accessed [HERE](#).

Recognition of Prior Learning - Can I Apply for Recognition of Prior Learning for this degree?

The Seminary is able to acknowledge prior learning, whether formal, informal or non-formal, in accordance with the Institutional Recognition of Prior Learning (RPL) Policy, based on guidelines provided by the Council on Higher Education (CHE) and in keeping with the same issued by the South African Qualifications Authority (SAQA).

Any prior accredited studies in theology will be evaluated for possible credit towards the Bachelor of Theology degree, in accordance with the Institutional Credit Accumulation and Transfer (CAT) Policy.

Enrolment - When and How Do I Apply?

Submit your Online Application anytime via the CTBS Website at www.ctbs.org.za, or click the following link to the Online Application Form: <https://forms.gle/s5NC8h5siyUsgGPJ6>

Duration - How Long does it take to complete this Qualification?

This programme requires a minimum of four (4) years Full-Time academic study; or five (5) years Part-Time academic study. exceptions may arise consequent to any Credits that may have been awarded to a candidate via RPL/CAT.

A maximum of six (6) years for Full-Time and seven (7) years for Part-Time academic study applies.

Mode of Instruction - How is the Degree Presented?

The programme is offered via Contact Mode that may be supported by technology, taught on a Full-Time or Part-Time schedule. In the Full-Time study regime a maximum of five (5) credit subjects may be completed per semester. the Part-Time study option takes place from 18:00 - 22:00 on Tuesdays and Thursdays, and only a maximum of four (4) credit subjects are allowed per semester.

Accreditation

The Bachelor of Theology degree is accredited by the Council on Higher Education and registered as a learning programme of Cape Town Baptist Seminary with the Department of Higher Education and Training under the South African Qualifications Authority. **SAQA ID: 62149**

Articulation

CTBS Bachelor's Degrees are 480 Credit (4800 notional study hours) Programmes that exit at NQF Level 8 (Honours) and meet the minimum requirements for admission to a Master's Degree study.

CTBS offers Bachelor's Degrees similar to LLB (Bachelor of Laws) or BPharm (Bachelor of Pharmacy) qualifications that are longer, allowing candidates to graduate with an Honours Level Qualification that articulates to a Master's Degree.

BACHELOR OF THEOLOGY

Modules

Year One

- Intro to New Testament Greek 1 A
 - Ecotheology
 - Intro to Pastoral Theology
 - Hermeneutics
 - Spiritual Formation
 - Intro to New Testament Greek 1 B
 - Research Methodology
 - Evangelism
 - Biblical Background and Canon
 - Intro to Youth and Children's Ministry
-

Year Two

- Advanced New Testament Greek 2 A - (E)
 - Youth & Children's Ministry Admin - (E)
 - African Traditional Religions - (E)
 - Old Testament Introduction 1 A
 - Intro to Biblical Counselling
 - Biblical Theology
 - Homiletics
 - Advanced New Testament Greek 2 B - (E)
 - Young Adult and Family Ministry - (E)
 - Intro to Missions - (E)
 - Apologetics - (E)
 - Old Testament Introduction 1 B
 - Anthropology and Hamartiology
 - Overview of Church History
 - Church Administration
-

Year Three

- Intro to Old Testament Hebrew 1 A
 - New Testament Introduction 1 A
 - Christology and Soteriology
 - Old Testament Theology
 - Reformation Church History - (E)
 - Church Planting Methodology - (E)
 - Biblical Peacemaking - (E)
 - Intro to Old Testament Hebrew 1 B
 - New Testament Introduction 1 B
 - Ecclesiology and Eschatology
 - Old Testament Exegesis
 - Modern Church History - (E)
 - Pastoral Care - (E)
 - Theology of Missions - (E)
-

Year Four

- Advanced Old Testament Hebrew 2 A - (E)
- Pneumatology - (E)
- Baptist Principles and Ethos - (E)
- New Testament Theology
- Biblical Justice
- Research Mini-thesis
- Advanced Old Testament Hebrew 2 B - (E)
- Demons Angels and Theodicy - (E)
- Baptist & RSA Church History - (E)
- New Testament Exegesis
- Theology of Poverty Alleviation
- Christian Leadership

Notes

- Choose 2 Elective (E) Modules from Year Two through Year Four.
- Years Two through Four include compulsory Ministry Integrated Learning.

BACHELOR OF MINISTRY

The Bachelor of Ministry has been designed to provide a broad theoretical foundation and exposure to skills necessary for rigorous engagement in the respective study field and the relevant work environment. The Bachelor of Theology prepares persons for the Cognitive, Emotional, Psychological and Spiritual demands of Christian Leadership within the Southern African and African Contexts. This programme is appropriate for:

- School Leavers who are persuaded that they are called to Christian Service and wish to be prepared for the rigours associated with ministry in Christian Service.
- Emerging Leaders who wish to pursue rigorous theological training for service in the body of Christ, such as Children / Youth / Young Adults Workers, Music / Men / Women's Ministry.
- Current Christian Leaders serving in Missions / Market Place / Church Ministry, who wish to be thoroughly equipped for Christian Ministry, irrespective of their area of influence.
- Persons who are not necessarily persuaded that they are called to Christian Service in any capacity, but who wish to develop themselves through rigorous theological engagement.

The programme incorporates lectures, tutorials, research and practical sessions, and provides a basis for knowledge, skills, character and spiritual development implicit in Christian Leadership formation.

Admission Requirements - Do You Qualify?

The minimum requirements for admission to the Bachelor of Theology degree are as follows:

- Matric (School Leaving) Certificate with a Bachelor Pass endorsement;
- or
- Pre-2008 Senior Certificate Exemption

International Admission Requirements

International students who have completed High School outside of the Republic of South Africa are required to submit Verification of their Qualifications by the South African Qualifications Authority (**SAQA**). The minimum requirements for admission to this programme by students in this category is a SAQA verified NQF 4 qualification.

Information related to the process for Evaluating Foreign Qualifications are outlined on this **SAQA** web page. The online application for the Evaluation of Foreign Qualifications can be accessed **HERE**.

BACHELOR OF MINISTRY

Recognition of Prior Learning - Can I Apply for Recognition of Prior Learning

The Seminary is able to give acknowledge prior learning, whether formal, informal or non-formal, in accordance with the Institutional Recognition of Prior Learning (RPL) Policy based on guidelines provided by the Council on Higher Education (CHE) and in keeping with the same issued by the South African Qualifications Authority (SAQA).

Any prior accredited studies in theology will be evaluated for possible credit towards the Bachelor of Theology in accordance with the Institutional Credit Accumulation and Transfer (CAT) Policy.

Enrolment - When and How Do I Apply?

Submit your Online Application anytime via the CTBS Website at www.ctbs.org.za, or click the following link to the Online Application Form: <https://forms.gle/s5NC8h5siyUsgGPJ6>

Mode of Instruction - How is the Degree Presented?

The programme is offered via Contact Mode that may be supported by technology, taught on a Full-Time or Part-Time schedule. In the Full-Time study regime a maximum of five (5) credit subjects may be completed per semester. the Part-Time study option takes place from 18:00 - 22:00 on Tuesdays and Thursdays, and only a maximum of four (4) credit subjects are allowed per semester.

Accreditation

The Bachelor of Theology degree is accredited by the Council on Higher Education and registered as a learning programme of Cape Town Baptist Seminary with the Department of Higher Education and Training under the South African Qualifications Authority. **SAQA ID: 62150**

Duration - How Long is this Short Course?

This programme requires a minimum of four (4) years Full Time academic study and five (5) years Part Time academic study. Notwithstanding any Credits that may have been awarded via RPL/CAT.

A maximum of six (6) years for Full Time and seven (7) years for Part Time academic study applies.

Articulation

CTBS Bachelor's Degrees are 480 Credit (4800 notional study hours) Programmes that exit at NQF Level 8 (Honours) and meet the minimum requirements for admission to a Master's Degree study.

CTBS offers Bachelor's Degrees similar to LLB (Bachelor of Laws) or BPharm (Bachelor of Pharmacy) qualifications that are longer, allowing candidates to graduate with an Honours Level Qualification that articulates to a Master's Degree.

Modules

Year One

- God and Creation
 - Intro to Pastoral Theology
 - Hermeneutics
 - Spiritual Formation
 - Research Methodology
 - Evangelism
 - Biblical Background and Canon
 - Intro to Youth and Children's Ministry
-

Year Two

- Youth & Children's Ministry Admin - (E)
 - African Traditional Religions - (E)
 - Old Testament Introduction 1 A
 - Intro to Biblical Counselling
 - Biblical Theology
 - Homiletics
 - Cultural Anthropology (E)
 - Young Adult and Family Ministry - (E)
 - Intro to Missions - (E)
 - Apologetics - (E)
 - Old Testament Introduction 1 B
 - Anthropology and Hamartiology
 - Overview of Church History
 - Church Administration
-

Year Three

- New Testament Introduction 1 A
 - Christology and Soteriology
 - Old Testament Theology
 - Reformation Church History - (E)
 - Church Planting Methodology - (E)
 - Biblical Peacemaking - (E)
 - New Testament Introduction 1 B
 - Ecclesiology and Eschatology
 - Old Testament Exegesis
 - Modern Church History - (E)
 - Pastoral Care - (E)
 - Theology of Missions - (E)
-

Year Four

- Pneumatology - (E)
- Baptist Principles and Ethos - (E)
- New Testament Theology
- Biblical Justice
- Research Mini-thesis
- Angiology, Demonology and Theodicy - (E)
- Baptist & RSA Church History - (E)
- New Testament Exegesis
- Theology of Poverty Alleviation
- Christian Leadership

Note

- Choose 2 Elective (E) Modules from Year Two through Year Four.
- Years Two through Four include compulsory Ministry Integrated Learning.

MODULE DESCRIPTIONS

Abnormal Psychology and Crisis Intervention Counselling - PTH331

Applying the knowledge and skills acquired in the study of psychology to the pastor's ministry of counselling.

African Traditional Religions - MIS211

A study of the worldviews and theologies of various African Traditional Religions.

Angels, Demons and Theodicy - STH426

A study of systematic theological themes related to demons, angels and the problem of evil.

Anthropology and Hamartiology - STH222

The study of systematic theological themes related to the nature of man and the fall of man.

Baptist & RSA Church History - CHS421

A study of the History of the South African Church with particular and in-depth analysis of the rise Baptist ecclesiology.

Baptist Principles and Ethos - PTH414

A study of the history and principles, which characterized Baptist for many years and still distinguish them from other denominations (compulsory for Baptist students).

Biblical Apologetics - MIS223

A look at the unique claims of the Christian Faith and how to defend those claims against possible objections.

Biblical Background and Canon - ONM122

An introduction to the background and canon of the Old and the New Testament.

Biblical Hebrew 1 A & B - HEB311 & HEB 321

An introduction to the grammar of Old Testament Hebrew taught over two semesters.

Biblical Hebrew 2 A & B - HEB412 & HEB422

A continuation of the first year of Old Testament Hebrew with more emphasis on translation, textual criticism and exegesis.

Biblical Justice - PTH413

An examination of the biblical foundations for justice and the exploration of practices in propagation of the same in the Church and in society at large.

Biblical Peace-making - PTH311

A study of the issues of the source and nature of conflict, the role of leadership in conflict management and mediation, including that of the student's personal conflict management style.

Biblical Theology - STH211

An attempt to understand all scripture through a central narrative or theme.

MODULE DESCRIPTIONS

Christian Ethics - STH421

A study of moral and ethical challenges facing Christians in society.

Christian Leadership - PTH421

A study of leadership theory in a manner that seeks to integrate the best knowledge from both “faith-based” as well as “market-based” perspectives in order to facilitate best leadership practice primarily within the church but also in any other para-church organization.

Christology and Soteriology - STH313

The study of systematic theological themes related to the person and work of Christ as well as the study of salvation.

Church Administration - PTH223

Learning to lead and administer the work of a local church.

Church History: Overview - CHS221 (?)

A brief overview of the History of the Church through ages.

Church History: Early - CHS222 (?)

Church History: Medieval - CHS311 (?)

Church History: Reformation - CHS312 (?)

A study of the History of the Church with particular in-depth analysis of the period of the Reformation.

Church History: Modern - CHS321

A study of the History of the Church with particular and in-depth analysis of the history of the Modern Church.

Church History: SA Church History - CHS 411

A study of the history of the church in South Africa.

Church Planting Methodology - MIS311

Strategies for Church revitalization and multiplication.

Ecclesiology and Eschatology - STH324

A study of systematic theological themes related to the doctrine of the Church and the last things.

Evangelism - MIS121

Theories and practice of Biblical evangelism.

God and Creation- STH111

An overview and summary of the doctrine and theology of God, creation and ecology.

MODULE DESCRIPTIONS

Hermeneutics - ONM111

A study of the principles of interpretation. This subject is also known as Hermeneutics.

Homiletics 1 - PTH211

A study of the art and science of the preparation and presentation of sermons.

Internship - PTH422

A study of the practical, hands-on experience of ministry under the guidance of a senior pastor/minister, with some input from a Seminary faculty member.

Intro to Biblical Counselling - PTH212

A study of the theories and practices of Biblical Counselling.

Introduction to Missions - MIS222

A look at the Biblical message and mandate for world evangelization.

Introduction to Pastoral Theology & Ministry - PTH111

A study of the theories and practices of Christian Ministry.

Introduction to Psychology – (Core) - PTH232

A study of perspectives in Psychology and the human mind and how a person develops as part of his or her context. Completed by concentrating on specialized areas of Psychology. Offered over two semesters for two credits.

Introduction to Youth and Children's Ministry - PTH123

A study of the philosophy and foundation of Children and Youth Ministry.

New Testament Exegesis - ONM411

A study and interpretation of a New Testament book.

New Testament Greek 1 A & B - GRK111 & GRK121

An introduction to the grammar of New Testament Greek taught over two semesters.

New Testament Greek 2 A & B - GRK212 & GRK222

A continuation of the first year of New Testament Greek with more emphasis on translation, textual criticism and exegesis.

New Testament Introduction 1 A & B - ONM311 & ONM321

A study of the origin, purpose and message of the synoptic gospels, the Gospel of John, the Book of Acts, the Pauline epistles, the General epistles and Revelation. These modules are taught over two semesters.

New Testament Theology - STH412

A study of the discipline of New Testament Theology as well as theological themes of the New Testament.

Old Testament Exegesis - ONM312

A study and interpretation of a Old Testament book.

Old Testament Introduction 1 A & B - ONM211 & ONM221

A study of the origin, purpose and message of the Pentateuch, Historical, Wisdom Literature, Poetry and Old Testament Prophets. These modules are taught over two semesters.

Old Testament Theology - STH312

A study of the development of the discipline of Old Testament Theology as well as theological themes of the Old Testament.

Pastoral Care and Counselling - PTH321

A study of the Pastor's ministry of caring for the people of God.

Pneumatology and Revelation - STH415

A study of systematic theological themes related to the person and work of the Holy Spirit as well as the doctrine of Revelation.

Research Methodology - RM121

A course designed to introduce the student to an advanced level of academic research and writing.

Research Mini-thesis A & B - RM411

The preparation of an Honours level research project under academic supervision.

Spiritual Formation - PTH122

A study of the importance of maintaining a dynamic relationship with God by surveying historical and contemporary expressions of Christian spirituality.

Theology of Missions - MIS322

A course with the purpose to enable students to see that Missions are not an addition to the normal role of the Church but the very heart of God's purpose for the church and so to motivate missionary involvement on a firm Biblical basis.

Theology of Poverty Alleviation - PTH422

A study of the theories and practices of Poverty Alleviation from a southern African Context.

Young Adult and Family Ministry - PTH222

A study designed to introduce the student to ministry to young adults and families in the church.

Youth & Children's Ministry Admin - PTH211

A study of the church's planning and administration of Children and Youth Ministry.

SCHEDULE OF FEES

BACHELOR'S DEGREES

Application Fee	R 400.00
Registration Fee - <i>Minimum at Registration for Bachelor's Degree</i>	R 8 500.00
Bachelor of Theology - <i>Per Module (Max 5 Modules per Semester)</i>	R 4900.00
Bachelor of Ministry - <i>Per Module (Max 5 Modules per Semester)</i>	R 4900.00

PULSE SHORT COURSES

Application Fee	R 350.00
Pulse Short Course in Pastoral Ministry - <i>Per Module</i>	R 650.00
Pulse Short Course in Christian Work - <i>Per Module</i>	R 650.00

MASTERS IN THEOLOGY

Application Fee	R 400.00
Registration Fee - <i>Minimum at Registration for Master's Degree</i>	R 9000.00
Annual fees	R 20000.00

ACCOMMODATION - ON CAMPUS

Single Accommodation	R 2 350.00
Family Accommodation - <i>2 Bedroom Apartment</i>	R 6 800.00
Family Accommodation - <i>3 Bedroom Apartment</i>	R 7 800.00

Note

- Accommodation costs exclude Electricity, Internet, Furniture and Meals.

OTHER COSTS

Re-issue of Transcript -	R 400.00
Re- issue of Transcript - <i>International</i>	R 600.00
Credit Accumulation and Transfer (CAT) - <i>Per Module</i>	R 450.00
Recognition of Prior Learning - <i>Evaluation of Previous Learning.</i>	R. 750.00
Late Registration Penalty	R 600.00
Remark of Examination - <i>Per Module</i>	R 600.00
Supplementary Examination - <i>Per Module</i>	R 700.00
Audit of Module - <i>Not for Credit Purposes</i>	R 1000.00

CONTINUATION FEES

A continuation fee is charged for every semester beyond the maximum time frame for completing a qualification. The continuation fee constitutes 20% of the total fees for every semester in the respective programme of study.

To calculate the corresponding continuation fee, please review the maximum time-frames allowed for your qualification.

FUNDING YOUR STUDIES

Theological Training at a Private Higher Education Institution like Cape Town Baptist Seminary faces numerous challenges. Finances and funding your studies is, without doubt, one of these challenges. Accredited Higher Education is expensive, even when highly subsidised, as with Public Higher Education Institutions.

As a Private Higher Education Institution, we do not enjoy the privilege of subsidy from government. Despite this, we offer high quality Theological Training that is more affordable than many of our Public and Private counterparts.

Alert to the context within which we are called to ***“Train Christian Leaders to Transform Lives and Society Biblically”***, we are always working to raise support in order to offer bursaries that may reduce the impact of tuition expenses, wherever available. This, however, seldom covers much and often leaves a substantial amount unpaid.

There are other ways to fund your Theological Training at CTBS. Here are a few examples:

1. Resources Follow God’s Call

If you are persuaded that God has called you to prepare for Christian Ministry, then there should be others who agree that you demonstrate giftedness and may be willing to support your Theological Training financially. 50 Church members, family or friends committing to R100 a month will more than adequately pay your Tuition. It would even cover part of your accommodation.

You don’t have to do it alone. Christ has placed you within a body of believers, within the family, and the circle of friends you have for a reason. Make a list, take the opportunity to testify about your sense of call, and ask them if they would support you financially.

2. Study Loans

Another alternative is to pursue a Study Loan with organisations like **Fundi** at www.fundi.co.za.



They offer competitive rates and subject to their approval process offer Study Loans for persons accepted to study at Accredited Institutions like Cape Town Baptist Seminary. Follow the link above and investigate the alternative further.



MINISTRY RECOGNITION

Cape Town Baptist Seminary offers a pre-determined selection of modules to graduates from other institutions in part-fulfillment of the minimum requirements for Baptist Union Ministerial Recognition.

Interested individuals may apply to CTBS to complete the requisite modules in order to qualify for the accredited list of Baptist Union Ministers.

SPECIALISATION

During the course study, students may complete subjects required for their area of specialization. The following is a brief description of the areas of specialization:

Pastoral Ministry Focus

This provides focused training in Homiletics, Exegesis, Advanced Exegesis, Pastoral Care, Church Administration and Christian Leadership et al.

Missions Focus

Students complete subjects such as Evangelism, African Traditional Religions, Theology of Missions, Comparative and World Religions as well as Church Planting, in order to prepare for the mission field.

Youth Ministry and Children's Ministry Focus

Subjects in youth and children's ministry includes aspects of Philosophy of Ministry, Programming, Counselling, Evangelism and Discipleship as well as Christian Education and Organization and Administration of Youth and Children's Ministry in a local church.

Cape Town Baptist Seminary Centres

CTBS engages with the Centre for Biblical Justice, which focuses on the application of the Gospel to the lived experiences of communities toward an ethos of Integral Mission. In addition CTBS encourages the study of phenomena unique to Diaspora Missions through its Centre for Diaspora Studies.

LEARNER SUPPORT

Preparing for Christian Ministry is seldom without significant challenges. Apart from the academic rigour of the programmes offered at Cape Town Baptist Seminary, the knowledge gained often challenges entrenched convictions and leads to significant crises of belief and even doubts.

Furthermore the Seminary's desire to develop its students spiritually and emotionally, by God's grace, through exposure to catalytic experiences and spiritual inputs often results in intense internal wrestling. Spiritual formation is seldom a pleasant process.

LEARNER SUPPORT

In addition the Seminary's attempt to train Christian Leaders to Lead *like Jesus, to Jesus and for Jesus* often involves nudging students out of comfort zones and into ministry contexts they might not previously have been exposed to. These can prove quite disconcerting at the best of times not to mention the personal and financial difficulties that regularly accompany any training for fruitfulness in the Kingdom of God.

The Cape Town Baptist Seminary is committed to the Academic, Spiritual, Financial, Emotional, Administrative and Practical support of its students and constantly seeks occasion to circumvent factors that may lead to student attrition. The Seminary provides the following Learner Support Mechanism among others:

Faculty Support

The Lecturing Staff at Cape Town Baptist Seminary practice an open door policy and welcome informal interaction outside of the confines of the classroom with learners that may pertain to academia or be more personal in nature. This forms the first line of academic support and pastoral care. In addition the Faculty regularly meets in an attempt to identify learners experiencing difficulty and to discuss possible avenues of support.

Administrative Support

The Registrar as well as front office staff provide administrative support to learners and are able to direct any student related queries to the correct CTBS personnel should the query demand it. Queries may be directed to:



Registrar

Ms Colleen Nourse

E: info@ctbs.org.za

T: +27 21 637 9020

Dean of Students

The office of the Dean of Students provides spiritual and emotional support to the Cape Town Baptist Seminary student body. The Faculty may refer learners experiencing difficulty to the Dean of Students for further counselling or pastoral support. For information contact:



Chaplin to Student

Mrs. Gail Davis

E: studentdean@ctbs.org.za

T: +27 21 637 9020

Student Counsellors

The Cape Town Baptist Seminary is privileged to be able to provide professional counselling services to learners where necessary through two members of the Seminary's Faculty and Adjunct Faculty who are registered Clinical Psychologists.

FINANCIAL SUPPORT

The Cape Town Baptist Seminary recognises that one of the leading causes of student attrition is related to financial difficulties that force learners to discontinue their education. As a Private Higher Education Institution learners at the Seminary are not able to access finances through government facilities, since these exist for Public Institutions only.

Regardless, alert to the socio-economic realities of our context and the lived experiences of our typical students, CTBS makes bursaries available in an attempt to assist learners who may not be able to meet their financial obligations to the Seminary without this type of support.

These are made available in accordance with the Seminary's terms and conditions for the awarding of bursaries. Further financial support is provided through numerous opportunities for part-time student employment as the need arises such as library/facilities assistants.

LIBRARY SERVICES

The CTBS Library holds more than 30 000 volumes as well as no less than 14 000 indexed Journal articles and is maintained by a very capable professional librarian. The Seminary Librarian and Library Assistants are tremendously efficient in helping users find the necessary resources for their research. The Library is also open to the public. For more information contact:



Librarian

Ms Carol-Anne Isaacs

E: librarian@ctbs.org.za

T: +27 21 637 9020

SRC STUDENT REPRESENTATIVE COUNCIL

In addition the CTBS Student Body annually elects a Student Representative Council (SRC) that provides invaluable support to learners. The solidarity among students on campus amid academia and numerous other circumstances has stood the Seminary in good stead over many years and continues to meet several student needs through active leadership, mentorship programmes and even addresses the physical needs of students on and off campus through its benevolence function.

CAMPUS & FACILITIES

The Seminary campus is centrally located in Bridgetown, a suburb of Athlone, along the N2 Highway, 12km from the Cape Town CBD, and only 6.7km from the Cape Town International Airport. It is within walking distance of a Vangate Shopping Mall and is within easy reach of most areas in the Cape Town metropolitan area.



The choice of location was specifically made to accommodate people from all cultures in the days when the previous South African government discriminated against certain people groups.

Students joining the Seminary are drawn from the Baptist Union of Southern Africa as well as a variety of other denominations. Students come from other provinces, neighbouring African countries and as far afield as the Americas, Europe and Asia, to be equipped for Christian Ministry. Students, male and female, come to the Seminary from all walks of life and represent a wide cross-section of global ethnic, cultural and linguistic diversity. This cross-cultural dimension of Seminary life is one of the strengths of its programmes in preparing Christian leaders through formal, informal and non-formal learning experiences.

The Seminary campus consists of well equipped Lecture halls , a chapel and a well-equipped library with about 30 000 volumes and more than 14 000 indexed Journal articles alone, as well as e-journals, all of which help to create an environment conducive to learning. In addition, a common room provides recreational space for students & staff.

The CTBS Campus also boasts 3 Apartment Blocks providing on-campus accommodation for an average of 25 students and their families (wives and children), comfortably forming a community of over 50 people. Accommodation includes secure access and parking, storage space, gymnasium equipment and a laundry facility for campus residents.



GRADUATION

Upon completion of the academic programme for which the student is registered, the respective qualification is conferred at a duly constituted Graduation Ceremony of the Cape Town Baptist Seminary, at which point an official certificate verifying the same is handed over to the graduand.



ALUMNI ASSOCIATION

With over 600 graduates from Cape Town Baptist Seminary, our alumni are fulfilling their calling in more than 22 nations globally. This makes Cape Town Baptist Seminary an institution with global reach.

Rev David Stuurman

This experience ranks amongst my best in life. Great curriculum, lectures, Christian institution. I have entrusted four of our Church Members to this institution. I believe that my head, heart and hands were well prepared for ministry.

Rev Mark Walters

My time at Seminary has moulded me to be an effective contributor in the Church and wider community.

Rev Nobuntu Penxa-Matholeni

The years I spent here at Seminary were my best years; years I will never forget. I also grew spiritually. I'm glad I chose to study here. It was a privilege for me to be taught by these men of God.

The Alumni Association seeks to provide opportunities for the support and mutual encouragement of alumni well beyond the classroom. Alumni experiences in their respective places of work and ministry, in turn, provide critical feedback to the Seminary and helps us to continue improving our offerings in an endeavour to see our graduates fulfill our institutional mandate of Training Christian Leaders to Transform Lives and Society Biblically with greater efficacy.

We, therefore, encourage graduates to keep in contact with fellow alumni as well as their alma mater via the alumni association. If you wish to update your personal information, click [here](#).

Traditionally the Alumni Association hosts an annual meeting of the Cape Town Baptist Seminary Alumni at every Baptist Union of Southern Africa Assembly and are invited to participate in the Seminary's annual Golf Day.

ALUMNI ASSOCIATION

We are thankful to the Lord for our many graduates of CTBS who continue to serve the church through diverse ministry opportunities.



Rev. Emlyn Kannemeyer has been appointed on a full-time basis to serve as Director of Dare, a ministry of the Dignity Campaign, Cape Town, South Africa



Rev Brain Louw serves as Senior Pastor at White Rock Baptist, British Colombia, Canada.



Rev. Nobuntu Penxa-Matholeni serves as Senior Lecturer in the Department of Practical Theology at Stellenbosch University, Stellenbosch, South Africa.



Rev. Abraham Joseph serves as Senior Pastor at Bethel Baptist after serving Africa Inland Mission for many years, Kwazulu- Natal, South Africa.



Prof. Garth Aziz serves as Head of Discipline, Practical Theology and Missiology at the University of South Africa, Pretoria, South Africa.



Dr Tim Black serves as National Director for Scripture Union South Africa, Cape Town, South Africa.



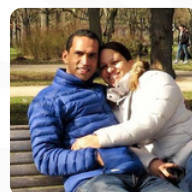
Dr Conrad Mbewe serves as Pastor at Kabwata Baptist Church and Founding Chancellor at African Christian University, Zambia



Rev. David Stuurman serves as Senior Pastor at New Life Baptist Church, Cape Town, South Africa



Rev. Bernadette White-Philips serves as Pastor at Capricorn Community Church, Cape Town, South Africa.



Rev. Keith Lategaan serves as Senior Pastor at International Baptist Church, Stuttgart, Germany

CTBS CODE OF ETHICS

At CTBS, ethical behaviour is built upon a commitment to discharging our obligations to others in a fair and honest manner, and a commitment to respecting the rights and dignity of all persons. As faculty, staff, students, and trustees, we each bear responsibility not only for ethical behaviour, but also for building CTBS's stature as an ethical Institution.

As members of the CTBS community, all faculty, staff, students, members of the Board of Directors, consultants, vendors and contractors are at all times expected to act in a professional and ethical manner when conducting any business with, on behalf of or at the Institution. CTBS values integrity, honesty and fairness, and strives to integrate these values into its teaching, research and business practices.

This Code of Ethics is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decision-making and actions. We are each individually accountable for our own actions and, as members of the CTBS community, are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies in line with the following values:

People and Community

CTBS is an inclusive community committed to equal opportunity. We do not tolerate unlawful discrimination or harassment on the basis of personal characteristics or beliefs. In our actions on behalf of CTBS, we treat others with courtesy, civility and dignity and refrain from abuse of the power or authority conferred by our offices or roles.

Honesty and Integrity

We do not tolerate or condone dishonesty by anyone in any form, including fraud, theft, cheating, plagiarism, lying, deliberate misrepresentation, scientific fraud, invidious discrimination or the misuse of CTBS funds or property. CTBS is committed to achieving the highest standards of teaching and research and to conducting these activities with integrity, objectivity and fairness, in compliance with all applicable institutional laws and regulations.

Protection and Care

We are responsible for managing and protecting CTBS property, financial assets and other resources, with appropriate care. We ensure that CTBS's resources are used carefully and appropriately for the benefit of the institution and in a manner consistent with institutional values and legal requirements.

Duty and Responsibility

Although ethical conduct is a natural by-product of the culture at CTBS, individuals have affirmative duties, responsibilities and obligations to others and to CTBS that require conscious engagement. Most notably, we have a duty to be aware of the obligations imposed by laws, regulations and policies, to ask questions when those obligations are unclear, and to report potential problems or noncompliance.

CODE OF CONDUCT

1. Preamble to the Student Code of Conduct

This Student Code of Conduct outlines CTBS's expectations with respect to all students enrolled at the Institution. This document must be read in association with all applicable rules, policies and procedures which will provide a comprehensive guide to the regulation of student behaviour. Students are expected to comply with all CTBS rules, regulations and all other relevant laws and policies in particular, among others:

- 1.1. Constitution of the Republic of South Africa, 1996;
- 1.2. Higher Education Act, 101 of 1997;
- 1.3. Occupational Health and Safety Act, 85 of 1993;
- 1.4. Promotion of Access to Information Act, 2 of 2000;
- 1.5. CTBS Vision 2025 and Values
- 1.6. CTBS Code of Ethics

2. Student Conduct

2.1. Students are expected to:

- 2.1.1. Respect all fellow students, CTBS staff members and third party contractors, including their right to privacy and confidentiality;
- 2.1.2. Know and comply with all rules, regulations, policies and procedures of CTBS;
- 2.1.3. Understand and abide by the Protection of Personal Information Act 4 of 2013;
- 2.1.4. Conduct themselves in a dignified and ethical manner at all relevant times;
- 2.1.5. Use the Student Information System (SIS), which includes the CTBS Online Classroom and CTBS email platforms, as a primary communication tool with CTBS staff;
- 2.1.6. Disallow unauthorised persons to log onto, or use their SIS and other CTBS resources;
- 2.1.7. Participate in ensuring that there is a respectful and engaging study environment that allows for each student and staff member's national origin, political affiliation, gender, race, marital status, disability and/or religious belief, to be respected;
- 2.1.8. Monitor their own academic progress throughout their studies and seek assistance from CTBS when experiencing challenges;
- 2.1.9. Provide feedback for the improvement of the teaching and learning environment;
- 2.1.10. Act with integrity and honesty, for example, by not colluding with others to cheat, solicit others to cheat, falsifying any academic work or record;
- 2.1.11. Respect the intellectual property rights over the academic work of CTBS, its stakeholders and all fellow students;
- 2.1.12. Report any unethical behaviour of fellow peers, staff or service providers of CTBS via the appropriate channels;
- 2.1.13. Assist in resolving disputes, appeals or grievances honestly, ethically and openly; and,
- 2.1.14. Use the CTBS facilities and resources in accordance with their function and the conditions of use.

2.2. A student will:

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- 2.2.1. Carry and produce their Registration Confirmation Letter (RCL) or valid form of identification when requested by a member of staff;
- 2.2.2. Comply with lawful and reasonable instructions when requested by a member of staff or CTBS Representative;
- 2.2.3. Comply with CTBS's assessment and examination rules, library rules, computer facility rules (Point 10.) and all other Institutional rules, including rules relating to online facilities and portals;
- 2.2.4. Comply with any CTBS security and parking rules;
- 2.2.5. Report any observed offence or misconduct committed on any CTBS premises within a reasonable period of time;
- 2.2.6. Ensure that they do not misuse any CTBS and/or personal social media platforms in a manner that will cause undue harm or liability to CTBS;
- 2.2.7. Attend classes and/or webinars, assessment activities and official meetings punctually, where applicable; and
- 2.2.8. Conform to any other lawful rule or policy imposed or implemented by CTBS.
- 2.3. A student shall not:
 - 2.3.1. Conduct themselves in a disrespectful, dishonest, unethical or prohibited manner while registered with CTBS;
 - 2.3.2. Without prior permission of CTBS, register or be registered at another higher education institution;
 - 2.3.3. Be in possession of or consume alcoholic liquor, substances prohibited by law or be in the possession of/use marijuana while on CTBS premises or venues;
 - 2.3.4. Under any circumstances be inebriated or under the influence of alcohol, substances prohibited by law or marijuana at CTBS premises, or its venues, events or functions;
Use, have on one's person, or be under the influence of any dependence producing drug at CTBS without producing a medical prescription in which case the relevant Academic body must be notified and a copy produced prior to such dependence producing drug being brought onto any CTBS premises;
 - 2.3.6.1. In a place where smoking is prohibited. CTBS Campuses are smoke free facilities; thus, no Smoke (including e-cigarettes), is allowed on Campus;
 - 2.3.6.2. In any lecture, seminar or workshop session;
 - 2.3.6.3. In the library, any computer laboratory or any building of CTBS, or workshop venue; or
 - 2.3.6.4. At or during tests or examinations; or,
 - 2.3.6.5. On any Ministry Integrated Learning sites.
 - 2.3.7. Use a cellular phone or prohibited electronic device during any academic activity, i.e. Lecture, seminar, tutorial, computer laboratory session, test, traditional examination;
 - 2.3.8. Use CTBS Wi-Fi to download non-academic programme-related material (e.g. Videos, music, etc.);
 - 2.3.9. Bring to CTBS, or have in one's possession or control, or supply or dispose of to any other person at CTBS, any firearm or weapon of any kind;

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- 2.3.10. Bring, or have in one's possession or control, or supply or dispose of to any person at CTBS, any object which is capable of being used for the infliction of bodily harm, except for such objects for common household use;
- 2.3.11. Visit any prohibited website or pornographic site nor view, download, distribute or save pornographic material from any source through the use of CTBS equipment; and
- 2.3.12. Act in a disreputable manner when utilising, accessing or commenting on CTBS and/or personal social media platforms, as applicable.
- 2.4. Students must consult the Student Handbook provided to all students at registration, in order to familiarize themselves with relevant information. Not reading, misreading or misunderstanding the Student Handbook's information will not be accepted as a reason for failing to comply with the applicable CTBS Rules.
- 2.5. The results obtained by a candidate in any examination shall not be released until fees due, owing and payable to CTBS are up to date and other monies or accounts due to CTBS have been settled in full.
- 2.6. The Student acknowledges that CTBS does not accept liability for any loss, injury, death, theft of, or damage to any persons, vehicles or property whatsoever caused or howsoever arising, during the Student's academic engagement with CTBS.

3. Examples of Student Misconduct

- 3.1. Student Misconduct may include but is not limited to the following:
 - 3.1.1. Falsifying an academic record or research results; or furnishing false or misleading information or documents to CTBS or its staff.
 - 3.1.2. Producing any work that is inauthentic, plagiarised or fraudulent;
 - 3.1.3. Using CTBS's name, symbol or seal without prior consent or formal written approval;
 - 3.1.4. Obstructing or disruption of any teaching, study, research, examination or test or any official meeting, proceeding or ceremony or any other CTBS activity;
 - 3.1.5. Discriminating unfairly against any person at CTBS, including all staff, students and alumni on any grounds, including race, colour, ethnicity, national origin, nationality or descent, gender, sex, pregnancy, marital status, age, family responsibility, family status, political conviction, belief or culture, language, disability or medical condition;
 - 3.1.6. Interfering with the freedom of speech of persons at CTBS, including misuse of social media in this regard, of any staff member, student or official visitor or of any speaker invited to express his/her views;
 - 3.1.7. Intimidating or interfering with the freedom of movement of any staff member or student, or any guest or visitor;
 - 3.1.8. Entering or remaining at any CTBS property or workshop venue where students are forbidden to enter or remain, including during CTBS's operating hours;
 - 3.1.9. Obstructing or attempting to obstruct or deter any staff members or third party contractors in the performance of their duties;

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- 3.1.10. Damaging, destroying, attempting to damage or destroy, selling or wrongly using, unlawfully possessing or misappropriating any CTBS property, or the property of any person within the CTBS precincts;
- 3.1.11. Physically, verbally or sexually assaulting or making an attempt to assault any person at CTBS, or to cause any person to hold reasonable fears for her or his safety or physical or emotional well-being;
- 3.1.12. Being insubordinate to any staff member (including third party contractors), office bearer or CTBS committee;
- 3.1.13. Intentionally or negligently contravening this code or encouraging any other person to contravene this code;
- 3.1.14. Threatening to injure, or causing injury, to another person or persons within the precincts of CTBS;
- 3.1.15. Committing any fraudulent act, such as presenting false doctor's notes, misrepresenting the facts about a situation or forging any official documentation;
- 3.1.16. Advertising, distributing or displaying a banner, placard, notice, circular, letter or pamphlet at a CTBS office or site of delivery (campus) or on any social media platform without the prior written consent of an executive staff member;
- 3.1.17. Advertising goods, offering goods for sale, fundraising or collecting money at any CTBS premises or workshop venue without the prior written consent of an executive staff member;
- 3.1.18. Fraudulently or without authorisation, using the CTBS logo, branding, trademarks or related Intellectual Property of CTBS for any purpose.
- 3.1.19. Making false or incorrect statements or provides incorrect information about CTBS to any person in person, in writing or on any social media platform;
- 3.1.20. Conducting him/herself in a way which is or could be prejudicial to the good name of CTBS, the maintenance of order and discipline at CTBS, or the proper performance of the educational activity at CTBS;
- 3.1.21. Refusing to submit to the authority of any legitimate decision of an authoritative body of CTBS or staff member;
- 3.1.22. Conducting himself/herself in a disreputable way on campus or elsewhere as a CTBS student;
- 3.1.23. Engaging in inappropriate sexual or other inappropriate behaviour while on campus;
- 3.1.24. During a traditional examination, taking into an examination venue, or having in his/her possession whilst in the venue, any cell phone, books, memoranda, notes, prohibited electronic devices, or any unauthorised material whatsoever;
- 3.1.25. Aiding or making an attempt to assist another student; or receiving or attempting to receive unlawful help from another student; or communicating or attempting to communicate in any way with another student during an examination or test;
- 3.1.26. Using CTBS's computers, Wi-Fi, educational facilities or communication equipment in an unauthorised or inappropriate manner;
- 3.1.27. Committing an act of academic dishonesty or plagiarism, including the copying of another student's assignment, or committing copyright infringement;

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- 3.1.28. Making use of the media or social media to bring CTBS into disrepute; CTBS will not permit or engage with students who post inflammatory, offensive or inappropriate comments on any of its social media platforms, which is in direct or indirect contravention of the relevant laws of South Africa, or a foreign student's specific country or origin, and CTBS reserves the right to remove such content from its social media platforms and to take appropriate disciplinary action against such student;
- 3.1.29. Compromising the privacy and human dignity of a staff member or fellow student;
- 3.1.30. Giving bribes or paying for academic work to be done on one's behalf;
- 3.1.31. Selling or buying of CTBS academic material to/from third parties;
- 3.1.32. Falsifying representation of an individual, class or group of persons; and
- 3.1.33. Failing to observe any sanction imposed under any CTBS Institutional Rule or any other applicable CTBS regulation.

4. Sanctions

- 4.1. Sanctions for misconduct include but are not limited to the following:
 - 4.1.1. Verbal, written or final written warnings;
 - 4.1.2. Resubmission of an assessment;
 - 4.1.3. Rewrite of an examination;
 - 4.1.4. Being given a mark of 0% on an assessment component of a module, or a reduced mark for the module in question;
 - 4.1.5. Failure of the module;
 - 4.1.6. Suspension of all or some of a student's rights and privileges, including prohibition from classes, examinations or other forms of assessment, use of facilities, withholding a student's assessment results and/or graduation, and prohibition of re-registration;
 - 4.1.7. Suspension of a student's enrolment for one or two semesters;
 - 4.1.8. Expulsion from CTBS;
 - 4.1.9. Revocation of a qualification previously conferred on a student;
 - 4.1.10. Restitution for damages suffered by CTBS or restitution of personal property of any CTBS staff member; and/or,
 - 4.1.11. Institution of legal action, if warranted.
 - 4.1.12. Imposition any other lawful sanction depending on the specific circumstances of the matter.
- 4.2. In cases where a student is found guilty of misconduct, one or more of the above sanctions may be imposed.
- 4.3. The sanctions for misconduct involving dishonesty in assessment will take account of the relevant academic policies, procedures and guidelines.
- 4.4. Any sanction imposed under this policy may be suspended by the person or committee imposing it:
 - 4.4.1. until the time for appealing against it has expired; or
 - 4.4.2. for a longer period or indefinitely.

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- 4.5. Any such suspension may be subject to appropriate terms and conditions (including undertakings by the student) being imposed by the person or committee imposing it, as deemed fit.
- 4.6. Subject to a right of appeal provided for below, any decision where a student has been found guilty of misconduct and any imposition of a sanction on a student is final and binding.
- 4.7. A student expelled from CTBS will not be re-enrolled except with the prior written approval of the relevant Academic Committee.
- 4.8. In case of misconduct resulting in any of the sanctions above, and where the student concerned is a bursary holder, the bursary granter may be advised accordingly with the bursary suspended or terminated.

5. Student Disciplinary Procedure

- 5.1. All matters of alleged student misconduct, both academic irregularities and general acts or omissions will be referred to the Student Disciplinary Committee (SDC), consisting of the Principal, Deans and the Registrar, for deliberation.
- 5.2. The person/s lodging a complaint or referring a matter to the SDC, should complete the Incident Report Form for Student Misconduct (Annexure 1) (The Form) and lodge it with the appropriate CTBS representative, as indicated on the Form.
- 5.3. Upon receipt of the Form, the relevant CTBS representative will assess the nature of the incident along with any available evidence and where applicable, forward the Form to the SDC for deliberation.
- 5.4. The SDC will meet at relevant intervals to deliberate over matters, including assessing the merits of the Form/s received and decide on the appropriate remedial action to be taken.
- 5.5. Where applicable, especially in matters of a serious nature, the SDC may direct for an investigating officer to be appointed and to conduct an objective and impartial investigation and report their findings and recommendations in writing to the SDC.
- 5.6. The SDC or nominated representative will forward a Notice of Investigation (Annexure 2), the Form (Annexure 1) and available evidence to the student/s in question and request a Virtual meeting to be held or a written affidavit taken under oath along with evidence to rebut the claims made and sent by the student/s to the SDC, within a stipulated time, in an attempt for the student/s to mitigate or disprove the allegations made in the Form.

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- 5.7. Based on the circumstances of the matter, the contents of the Form, the responses received from the student/s, the evidence available and the findings of the SDC and/or investigating officer, where applicable, the SDC shall impose an appropriate sanction on the student in question, or exonerate the said student/s.
- 5.8. Should a sanction be imposed, the student/s will be afforded an opportunity to appeal the said sanction imposed, according to the Appeals Procedure below.
- 5.9. Where applicable, especially in matters of a serious nature, the SDC may require a formal Disciplinary Enquiry to be held, before an initial sanction is imposed.
- 5.10. The SDC will inform the student as soon as reasonably possible, in writing of the outcome of the investigation and/or relevant disciplinary proceedings, where applicable.
- 5.11. **Disciplinary Hearing Procedure**
 - 5.11.1. Disciplinary Hearings will be held at an appropriate CTBS Venue or virtually, via video conference, depending on the circumstances.
 - 5.11.2. Decisions of the SDC shall be taken by majority vote and in a fair and objective manner.
 - 5.11.3. The SDC will serve a notice of the hearing on the student/s concerned in such a way that he/she is certain that the student/s understands the notice. A notice of the hearing shall be in the form of Annexure 3. The date for the hearing shall be as soon as is reasonably possible after the notice is served, while allowing for preparations to be made by the student.
 - 5.11.4. Should a student elect not to attend the disciplinary hearing, it shall be held in their absence and the sanction shall be communicated to them accordingly.
 - 5.11.5. Proceedings will continue as set out below:
 - 5.11.5.1. The chairperson opens the hearing whereafter the investigating officer puts the charge(s) to the student who has the opportunity to plead.
 - 5.11.5.2. If the student pleads either guilty or not guilty to the allegations, the chairperson proceeds to hear both parties on mitigating or aggravating factors and thereafter present findings and imposes an appropriate sanction.
 - 5.11.5.3. If the student pleads not guilty, the investigating officer proceeds with presenting evidence and the student is allowed to cross-examine witnesses. The investigating officer may re-examine witnesses.
 - 5.11.5.4. On completion of the above process by the investigating officer, the student states his/her case with the assistance of a fellow student or staff member if need be, to present the student's evidence.
 - 5.11.5.5. No legal representation or parents of the student are allowed to be present during the hearing.
 - 5.11.5.6. The student and his/her witnesses in turn may be cross-examined by the Investigating Officer. The student can re-examine any witness.
 - 5.11.5.7. On completion by the student, both parties are allowed to summarise their cases. Thereafter they will leave the venue/virtual meeting room in order for the Committee to deliberate on a verdict.

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- 5.11.5.8. Once the Committee has reached a verdict, the parties return for the verdict to be delivered.
- 5.11.5.9. The committee is not obliged to reach a verdict immediately and shall advise the student/s of an appropriate timeframe upon which a decision shall be reached.
- 5.11.5.10. In the case of a verdict of not guilty being delivered, the case is closed. In the case of a verdict of guilty, both parties may state mitigating or aggravating factors to be considered. They leave the venue or virtual meeting room for the committee to deliberate on an appropriate sanction. In case where there is no consensus among SDC members, decisions are taken by majority vote.
- 5.11.5.11. Once a decision on a sanction is reached, both parties return to the venue or virtual meeting room to hear the sanction. The chairperson will then inform the student that s/he will receive a written verdict with reasons, usually within two (2) days. In addition, the chairperson will inform the student of his/her right to appeal the verdict and sanction, as per the Appeals Process below. The chairperson shall appoint a person to keep a record of the proceedings.
- 5.11.5.12. A copy of the record of proceedings shall be made available to the student, upon request.
- 5.11.5.13. A copy of the verdict and sanction will be placed in the student's file.
- 5.11.5.15. The SDC shall keep a record of all student disciplinary hearings.

5.12. Investigation Principles:

- 5.12.1. Any investigation under this Code shall be in accordance with CTBS's rules and policies, read in line with the applicable relevant laws of the Republic of South Africa, and to the extent required in terms of these provisions.
- 5.12.2. Every case of alleged misconduct is dealt with on the merits of the matter, and the outcome of case will depend on the facts of the matter, the evidence found, presented and corroborated, as well as any other relevant and lawful factors that may influence the outcome thereto.
- 5.12.3. In line with CTBS's commitment to uphold the auspices of the Constitution of the Republic of South Africa, every case will include:
 - 5.12.3.1. An objective and fair hearing;
 - 5.12.3.2. the opportunity to present one's case in writing or in person, if applicable;
 - 5.12.3.3. A decision made by the relevant committee/s;
 - 5.12.3.4. Decisions are made on the balance of probabilities, that is, on the balance of the evidence that it is more likely than not that the alleged act did occur;
 - 5.12.3.5. All parties involved in an investigation shall be treated with respect, dignity and in an impartial manner;
 - 5.12.3.6. Any investigation under this Code will have regard for confidentiality subject to any legal requirements for disclosure and the need for a full investigation; and,
 - 5.12.3.7. Should an investigation reveal apparent or suspected criminal conduct, CTBS reserves its right to report the matter to the relevant lawful authority.

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6. Examination Rules and Guidelines

6.1. Seated Examination Rules – The following rules are applicable to traditional seated examinations at nominated CTBS Examination Venues:

- 6.1.1. Students are considered to be under 'exam conditions' from the time a candidate enters the exam room. All candidates must be seated 15 minutes (fifteen minutes) prior to the commencement of the examination session. The examination officially commences once the Answer Booklets are distributed. Candidates who arrive after the first hour of the examination session has elapsed will not be allowed to write the examination or remain in the venue.
- 6.1.2. Candidates **MUST** carry an official and up to date identity or passport document to present to the invigilator upon request. If no official identification is provided, the candidate may not be allowed to write the examination and will be requested to leave the examination venue.
- 6.1.3. Candidates will **ONLY** be allowed to bring their stationery in a transparent pencil case or sleeve into the exam room. It is strictly forbidden to borrow from or exchange stationery with any other candidate during the examination session.
- 6.1.4. No unauthorized materials are to be brought into the examination venue. Unauthorized materials include, but are not limited to: all books, notebooks, notes, bags etc. Any unauthorized material found on a student during an examination session will constitute an immediate Exam Irregularity.
- 6.1.5. No cell phones and unauthorized electronic devices are to be brought into the examination venue. Unauthorized electronic devices include, but are not limited to: Cellular phones, Smart Watches, laptop computers, programmable calculators, MP3/Audio players, electronic dictionaries or any electronic recording devices.
- 6.1.6. CTBS shall not be held liable for any loss or damage of/to candidates' personal or property whatsoever, which include, but are not limited to electronic devices, bags, valuables etc.
- 6.1.7. CTBS reserves the right to confiscate, search and collect evidence on any electronic device or unauthorized material brought into the exam venue in contravention of these rules.
- 6.1.8. No candidate is allowed to leave the examination room within the first hour and last forty-five (45) minutes of the examination. This makes provision for a 30 minutes early exit for those who finish early. In the event of an emergency and at the discretion of the invigilator, a candidate may be allowed out and back into the examination venue. On return, the invigilator will note the time spent outside of the examination venue on the candidate's Answer Booklet.
- 6.1.9. All candidates are to remain seated during the last 15 minutes of the examination session and/or until all scripts are collected and instruction is given by the invigilator to leave the venue. Candidates are to remain seated and refrain from communicating with or disturbing other candidates in the exam venue.
- 6.1.10. Candidates may not under any circumstance, communicate with another candidate. In the event of a candidate requiring assistance, he/she must raise their hand to draw the attention of the invigilator.
- 6.1.11. All headwear must be removed prior to the commencement of the Exam, with an exception to religious headwear.

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- 6.1.12. All Exam Scripts, Answer Books and other material must be left on the candidate's table. If a student does not wish any part of their work to be assessed, a line must be drawn across it. The use of scrap paper is not permitted. Any rough work/calculation done must be done in the Answer Booklets, and then crossed out with a line.
- 6.1.13. Under no circumstances should the candidate tear out pages from the Answer Booklet or, retain the Answer Booklet or, remove the Answer Booklet from the examination venue.
- 6.1.14. The onus is on the candidate to ensure that they have the correct question paper. CTBS will not be held liable for candidates who write the incorrect paper.
- 6.1.15. If a candidate is suspected of examination misconduct, the candidate's script will be taken away and an Exam Irregularity Note will be immediately made on the candidate's script, which will be considered by the relevant Disciplinary Committee. The candidate will be issued with a new Answer Book and may elect to reattempt the examination or exit the exam venue.
- 6.1.16. Candidates found guilty of any Exam Irregularity or misconduct will be subject to the exam irregularity disciplinary procedure codified in the Student Code of Conduct and may face sanctions, including but not limited to: a written warning, zero grade for the exam in question, suspension, expulsion and/or any other sanction deemed appropriate.
Failure to present original work or failure to provide credit to clear sources presented as quotes, or copying in part or whole from another candidate's work, constitute the offence of plagiarism during an exam.
- 6.2. **Online Summative Assessments** – The following rules are applicable to Online Summative Assessments, which include but are not limited to:
 - 6.2.1. Scheduled traditional examinations that have been substituted with an Online Summative Assessment (OSA) will take place on CTBSClassroom (<https://ctbs.canvaslms.co.za/login/canvas>), until further notice.
 - 6.2.2. Students will require access to the Internet in order to undertake and submit the assessment. CTBS is not liable for providing Internet access to students for this purpose.
 - 6.2.3. The OSA for each module will be available, for a limited period in accordance with the published start, end and requisite commencement times of the respective assessment.
 - 6.2.4. Students may elect to write any OSA in person at one of the CTBS Venues by prior arrangement with the Registrar or the Academic Dean.
 - 6.2.5. The dates, start and end times are provided in the personal timetable issued on email to each student.
 - 6.2.6. All sessions are scheduled according to South African Standard Time (SAST).
 - 6.2.7. All OSAs must be typed; no hand-written submissions will be processed without prior arrangement thereto.
 - 6.2.8. Where the above instruction differs, communication will be sent to relevant students registered in those specific modules.
 - 6.2.9. Students are reminded to SAVE their work at regular intervals and ensure that they have the appropriate digital and hardware tools to attempt the assessment.

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- 6.2.11. The completed assessment task must be submitted within the stipulated timeframe; no submissions will be considered and/or accepted after this time period has elapsed. If the assessment is not submitted on time, it will be annotated as a fail and the student will be required to re-register for the module.
- 6.2.12. Students are required to immediately contact CTBS through the appropriate channels, if they are experiencing issues accessing, downloading or uploading submissions, or any other related issue thereto.
- 6.2.13. CTBS may deploy any of the following security measures to ensure the integrity of the assessment is maintained, which include but are not limited to:
 - 6.2.13.1. Randomized assessment questions.
 - 6.2.13.2. Turnitin software may be utilized to review submitted answers.
 - 6.2.13.3. Appropriate software to detect irregular activity during the online assessment.
 - 6.2.13.4. Authentications and declarations.
- 6.2.14.
- 6.2.15. Students are reminded to submit their own original work, as all rules related to academic dishonesty, plagiarism and Exam Irregularities are still applicable at all relevant times. No group work or assistance from third parties is permitted.
- 6.2.16. Where extenuating circumstances apply, students who are unable to sit for the online scheduled assessment may submit an application within five (5) calendar days of the scheduled online summative assessment. The application must be submitted with appropriate evidence to the Registrar or the Academic Dean for consideration and processing as per the guidelines provided in the Institutional Rules.
- 6.2.17. Re-mark requests must be submitted with proof of payment within five (5) calendar days of CTBS's official release of results. No re-marks will be processed without payment or submitted later than within the specified time period.
- 6.2.18. The standard examination subminimum grade as stipulated in the Student Handbook or the Assessment Policy for each respective programme is applicable to this online summative assessment component. In order to pass the module students must meet the relevant subminimum criteria in each assessment component and attain an overall pass mark as applicable to that particular programme.
- 6.2.18. Students found guilty of any academic misconduct or breach of the assessment rules will be penalized in accordance with Institutional Rules, policies, procedures and Codes of Conduct.
- 6.2.19. Students are to communicate their queries via e-mail to the Registrar or the Academic Dean.
- 6.3. **Exam Irregularity Procedure: Traditional Examinations**
 - 6.3.1. During an examination session, if a candidate/student is suspected of being in transgression of any of the examination rules, an invigilator or CTBS representative will immediately confiscate any and all examination material in the candidate's/student's possession.
 - 6.3.2. The candidate/student, invigilator or CTBS representative and any witnesses to the alleged transgression must immediately complete the Examination Irregularity Form.

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- 6.3.3. The Examination Irregularity Form includes, but is not limited to:
 - 6.3.3.1. The student's written statement on the day of the examination,
 - 6.3.3.2. The invigilator's statement and/or the Chief Invigilator's statement,
 - 6.3.3.3. Any relevant witness statements,
 - 6.3.3.4. The actual evidence, and
 - 6.3.3.5. Photos/pictures of the evidence if the actual evidence is not collected.
- 6.3.4. Once the Examination Irregularity Form has been completed, the candidate/student will be issued with a new script and may elect to re-attempt the examination if there is sufficient time to do so, failing which the candidate/student is expected to immediately leave the examination venue.
- 6.3.5. The Examination Irregularity Form will be presented to the relevant Student Disciplinary Committee to determine a decision and impose a sanction where applicable.
- 6.3.6. Within a reasonable time thereafter, a letter shall be sent to the student indicating whether a sanction has been imposed by the relevant Committee and the consequences of such sanction.
- 6.3.7. Should the candidate/student be issued with a sanction, an invitation to appeal the sanction in writing within a specified time period shall be submitted by the candidate/student, as outlined in Section 7 below.
- 6.3.8. The student's written appeal will outline why they believe the sanction imposed on them should be revoked or reconsidered, which **MUST** be supported by evidence of their submissions.
- 6.3.9. The above appeal and any further relevant evidence will then be sent to the Executive Management for a final decision to be made on the sanction imposed by the relevant Committee.
- 6.3.10. A final letter will be sent to the student indicating the outcome of the Appeal. The decision of the Executive Management is final and there is no further right of Appeal.
- 6.3.11. Sanctions are determined by the relevant disciplinary Committee and/or the Executive Management on a case by case basis, solely based on the written and/or documentary evidence brought before them above as well and other relevant circumstances that may apply.
- 6.3.12. Evidence of transgression of the examination rules are weighed on a balance of probabilities and in compliance with the relevant laws applicable hereto.
- 6.3.13. No outside legal representation shall be allowed where the internal processes of evaluation and review are ongoing regarding an examination irregularity.
- 6.3.14. The candidate's/student's opportunity to present his/her version of the events and his/her appeal shall be done in writing only. No viva voce evidence will be considered.
- 6.3.15. This procedure is only applicable to transgressions of or misconduct relating to examination irregularities and is separate from the general misconduct procedure contained in section 5.

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6.4. Online Summative Assessment Irregularity Procedure

- 6.4.1. During an Online Summative Assessment session, if a student is suspected by CTBS or if a complaint comes in bringing to the attention of CTBS where another student is in transgression of any of the Online Summative Assessment rules, a written statement similar to Annexure 1, must be filled out by the complainant.
- 6.4.2. The student or CTBS representative and any witnesses to the alleged transgression must immediately complete the Examination Irregularity Form.
- 6.4.3. The Examination Irregularity Form includes, but is not limited to:
 - 6.4.3.1. The student's written statement on the day of the online summative assessment,
 - 6.4.3.2. Any relevant witness statements,
 - 6.4.3.3. The actual evidence, and
 - 6.4.3.4. Photos/pictures/screenshots of the evidence if the actual evidence is not collected.
- 6.4.4. The Examination Irregularity Form will be presented to the relevant Student Disciplinary Committee to determine a decision and impose a sanction where applicable.
- 6.4.5. Within a reasonable time thereafter, a letter shall be sent to the student indicating whether a sanction has been imposed by the relevant Committee and the consequences of such sanction.
- 6.4.6. Should the candidate/student be issued with a sanction, an invitation to appeal the sanction in writing within a specified time period shall be submitted by the candidate/student, in terms of Section 7 below.
- 6.4.7. The student's written appeal will outline why they believe the sanction imposed on them should be revoked or reconsidered, which **MUST** be supported by evidence of their submissions.
- 6.4.8. The above appeal and any further relevant evidence will then be sent to the Executive Management for a final decision to be made on the sanction imposed by the relevant Committee.
- 6.4.9. A final letter will be sent to the student indicating the outcome of the Appeal.
- 6.4.10. The decision of the Executive Management is final and there is no further right of Appeal.
- 6.4.11. Sanctions are determined by the relevant disciplinary Committee and/or the Executive Management on a case by case basis, solely based on the written and/or documentary evidence brought before them above as well and other relevant circumstances that may apply.
- 6.4.12. Evidence of transgression of the Online Summative Assessment rules are weighed on a balance of probabilities and in compliance with the relevant laws applicable hereto.
- 6.4.13. No outside legal representation shall be allowed where the internal processes of evaluation and review are ongoing regarding an Online Summative Assessment irregularity.
- 6.4.14. In cases where a student is found guilty of misconduct, one or more of the above sanctions may be imposed.
- 6.4.15. The sanctions for misconduct involving dishonesty in assessment will take account of the relevant academic policies, procedures and guidelines.

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- 6.4.16. The candidate's/student's opportunity to present his/her version of the events and his/her appeal shall be done in writing only. No viva voce evidence will be considered.
- 6.4.17. This procedure is only applicable to transgressions of or misconduct relating to Online Summative Assessment irregularities and is separate from the general misconduct procedure contained in section 5.
- 6.5. Traditional Exam Irregularities include but are not limited to:
 - 6.5.1. Any conduct during an exam session which is considered to be a misconduct or examination irregularity in terms of the Candidate/student Code of Conduct.
 - 6.5.2. Copying by providing an examination question paper, answer script or related documents to another candidate/student.
 - 6.5.3. Copying from textbook or module guide.
 - 6.5.4. Being in possession of and/or utilized crib notes on paper, tissue, items, body etc. for personal use or distribution.
 - 6.5.5. A Candidate/student assisting or being assisted or communicating with, in any manner, by fellow candidate/candidates/students.
 - 6.5.6. A Candidate/student fails to comply with invigilator's instructions or is insubordinate.
 - 6.5.7. A third party writing or attempting to write an examination on behalf of a candidate/student.
 - 6.5.8. A Candidate/student requests or inferences directly or indirectly to be assisted by any party with the intent to gain an advantage.
 - 6.5.9. A Candidate/student having possession of electronic devices during the exam session, examples: cell-phone, tablets, iPad. language translator, laptop, programmable calculator, smart watch etc.
 - 6.5.10. A Candidate/student using electronic device/s during the exam session, examples: cell-phone, tablets, iPad. language translator, laptop, programmable calculator, smart watch etc.
 - 6.5.11. A Candidate/student usage of identification other than their own.
 - 6.5.12. A Candidate/student offering a bribe to any party with the intention of gaining an unfair advantage.
 - 6.5.13. Producing improper identification for more than one examination sitting within an examination session.
 - 6.5.14. A Candidate/student removed an examination script from examination venue.
 - 6.5.15. A Candidate/student damaging exam script.
 - 6.5.16. A Candidate/student number and identification number not on examination script.
 - 6.5.17. Intimidation of any person present at the examination venue.
 - 6.5.18. A candidate/student possibly being assisted by invigilator.
 - 6.5.19. Different handwriting in script.
 - 6.5.20. Script/s handed in late.
 - 6.5.21. Technical problem with script/s.
 - 6.5.22. Inebriated, intoxicated and/or disorderly conduct.
 - 6.5.23. Misconduct not mentioned above but that is found to constitute an examination irregularity by the Invigilator.

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- 6.6. Online Summative Assessment Irregularities (Include but are not limited to):
 - 6.6.1. Any conduct during an Online Summative Assessment session which is considered to be a misconduct or Summative Assessment irregularity in terms of the Candidate/student Code of Conduct.
 - 6.6.2. Copying by providing an Online Summative Assessment question paper, answer script or related documents to another candidate/student.
 - 6.6.3. Being in possession of or sharing screenshots of answers to the Online Summative Assessment.
 - 6.6.4. A Candidate/student assisting or being assisted or communicating with, in any manner and on any social media platform, by fellow candidate/candidates/students.
 - 6.6.5. A Candidate/student fails to comply with CTBS's instructions or is insubordinate.
 - 6.6.6. A third party writing or attempting to write an Online Summative Assessment on behalf of a candidate/student.
 - 6.6.7. A Candidate/student requests or inferences directly or indirectly to be assisted by any party with the intent to gain an advantage.
 - 6.6.8. A Candidate/student usage of identification other than their own.
 - 6.6.9. A Candidate/student offering a bribe to any party with the intention of gaining an unfair advantage.
 - 6.6.10. A Candidate/student requesting or sharing of question papers.
 - 6.6.11. A Candidate/student swapping answer booklets with other students.
 - 6.6.12. A Candidate/student number and identification number not on Online Summative Assessment script.
 - 6.6.13. Intimidation of any Online Summative Assessment Support Staff Member / Invigilator.
 - 6.6.14. A candidate/student possibly being assisted by an invigilator.
 - 6.6.15. Misconduct not mentioned above but that is found to constitute an Online Summative Assessment irregularity.
- 6.7. Applicable Sanctions to all matters of misconduct and/or irregularities include but are not limited to:
 - 6.7.1. A written reprimand and/or warning;
 - 6.7.2. Suspension from the Institution for one or two semesters;
 - 6.7.3. Expulsion - Denial of the opportunity to enrol as a student at the Institution indefinitely;
 - 6.7.4. Denial of the opportunity to register for a particular study module or course offered by the Institution;
 - 6.7.5. Annulment of examination results and/or withdrawal of a credit(s) obtained in a study modules and/or courses;
 - 6.7.6. Any other appropriate sanction(s) which the relevant disciplinary Committee deems suitable in the particular circumstances.

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7. Appeal Procedure (Applicable to All Cases of Student Misconduct)

- 7.1. The Executive Management will chair and deliberate over all cases of Student Appeals unless otherwise stated.
- 7.2. Proceedings:
 - 7.2.1. Any appeal on grounds of procedural and/or substantive error and the merits of the case or the sanction, must be lodged in writing with the Executive Management normally within five (5) days of the student having received the written verdict.
 - 7.2.2. The appeal will clearly state the grounds of appeal with supporting evidence.
 - 7.2.3. The Executive Management will forward the notice of appeal and the record of proceedings to the chairperson of the Committee who will convene the Committee to meet usually within five (5) days of receipt of the appeal document. This timeline may be extended in the event of any member of the Committee being unavailable.
- 7.3. The Committee will consider the documentation and may:
 - 7.3.1. uphold the verdict and sanction; uphold the verdict and change the sanction;
 - 7.3.2. uphold the appeal and set aside the verdict and sanction; or
 - 7.3.3. have the disciplinary hearing or part thereof re-heard.
- 7.4. The Chairperson will convey the decision of the Committee the student usually within two (2) days of the Committee having reached a decision.
- 7.5. A copy of the decision will be placed in the student's file.
- 7.6. The Executive Management will keep a record of all appeals and their outcomes.

8. Student Complaint Procedure

- 8.1. Complaints by students are addressed in a supportive environment that is free of victimization or intimidation of anyone connected to the complaint, either during or subsequent to a complaint resolution procedure. Informal and early resolution of complaints is encouraged and desirable.
- 8.2. In line with CTBS's commitment to uphold the auspices of the Constitution of the Republic of South Africa, every case will include:
 - 8.2.1. An objective and fair hearing,
 - 8.2.2. the opportunity to present one's case in writing; and
 - 8.2.3. a decision made by an unbiased person or persons.
- 8.3. Subject to the below exceptions, confidentiality will be respected and maintained at all times. Occasionally, however, serious allegations arising during investigation of a complaint may require CTBS, by law, to report such allegations to external authorities.

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- 8.4. Any student who lodges a complaint and any staff member who may be directly affected by the complaint will be regularly informed of the progress of the matter.
- 8.5. Anonymous complaints will not be entertained or processed without substantial lawfully obtained evidence to validate allegations made.
- 8.6. Except in special circumstances, as determined by Executive Management, a non-academic complaint must be lodged within three months from the date on which the complaint was alleged to have arisen. All academic complaints must be lodged within fifteen working days of having occurred.
- 8.7. The procedure applies to all student complaints relating to institutional decisions or processes. Students who do not follow due internal processes as per the Institutional Rules with regards to the escalation of queries, and instead resort to external dispute resolution means, such as attorneys, without having exhausted the relevant internal processes, may be subject to disciplinary action, where applicable. This does not limit the legal rights a student is entitled to by the operation of law and is not intended to infringe on any rights of recourse a student might have.
- 8.8. Grounds for complaint include:
 - 8.8.1. improper, irregular or negligent conduct against a student of CTBS;
 - 8.8.2. discrimination, prejudice or bias;
 - 8.8.3. failure to adhere to appropriate or relevant published CTBS policies and procedures; and
 - 8.8.4. a decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the student.
- 8.9. All queries and complaints including those related to CTBS electronic facilities (such as IT and website information) must be forwarded to Admin at admin@ctbs.org.za.

9. Computer Protocols

- 9.1. The equipment is available for the benefit of all students, and as such must be respected and looked after.
- 9.2. Students are allowed access to computer laboratories only under the supervision of IT support staff and or lecturing staff/independent contractor.
- 9.3. All students are required to display their student cards at their workstations when using the computer facilities.
- 9.4. Students are only allowed on websites that are applicable to their programme or module requirements.
- 9.5. The following sites, searches and downloading are prohibited: music, video's, films, games, mobile fun, pornographic sites and other software.
- 9.6. Wi-Fi downloading of non-education-related material (videos, music, etc.) is not permitted.
- 9.7. Students must comply with the set-up document for all computer facilities as required the IT Department.

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- 9.8. No changing of any hardware and/or software settings is permitted. This category also extends to: set-ups, screen savers, autoexec, configurations, initial prompts and names backgrounds.
- 9.9. Unauthorised disks, including USB's, are not allowed from an outside source to ensure that viruses are not transferred to the computers.
- 9.10. Loading of software without authorisation from the relevant staff member is not permitted.
- 9.11. Removal of hardware and software (or any part thereof) without proper authorisation will be considered theft.
- 9.12. Use of cell phones in the computer laboratory is not permitted.
- 9.13. Students are to ensure that all Internet applications are closed upon leaving this facility.
- 9.14. No food or drink of any kind is permitted in the Computer Laboratory. Smoking is also prohibited.
- 9.15. Not access other student's records.
- 9.16. Students shall not:
 - 9.16.1. share user IDs with others or use IDs obtained by others;
 - 9.16.2. utilize the SIS (Student Information System) for any illegal purpose;
 - 9.16.3. Download any apps or other unauthorised technology;
 - 9.16.4. introduce any virus, malware or otherwise compromise the information security of any system;
 - 9.16.5. use the SIS for sending malicious, defamatory, obscene, chain or spam mails; and
 - 9.16.6. violate any applicable laws, including without limitation the Information Technology Act, 2000, as amended.



ACADEMIC CALENDAR 2026

1ST SEMESTER REGISTRATION & ORIENTATION

Registration	24 January - 1 February 2026	Senior Students
Orientation	29 January	New Students
Registration	30 January	New Students

1ST SEMESTER ACADEMIC CALENDAR

Term 1	2 February	Lectures Commence
Late Registration/ MTH Orientation	2- 6 February 5-6th February	All Students
Commencement Service	22 February	Compulsory
Family Day	14 February	Compulsory
Mid-Term Break	220 March - 06 April	
Term 2	7 April	Lectures Commence
Mission Week	4- 8 May	Compulsory
Examination Session 1	8- 19 June	
Mid-Term Break	126 June - 147 July 2024	

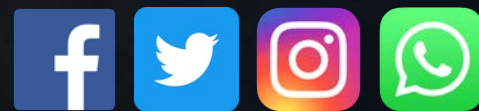
2ND SEMESTER REGISTRATION

Registration	13 - 17 July	All Students
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2ND SEMESTER ACADEMIC CALENDAR

Term 3	15 July 2024	Lectures Commence
Mid-Term Break	4 Sept - 17 Sept 2024	
Term 4	09 September	Lectures Commence
Seminary Month	September	Compulsory
Cultural Day	22 September	Compulsory
BU Assembly Break	28- Sept- 4 October	
Examination	22 November 2024	Compulsory
Graduation Dinner	4 December	Compulsory
Graduation	5 December	Compulsory
CTBS Year End	15 December	

LEADING like JESUS
LEADING *for* JESUS
LEADING *to* JESUS



THANK YOU FOR SUPPORTING CTBS

BANKING DETAILS

Account Holder: **Cape Town Baptist Seminary Foundation**
Bank: **Standard Bank**
Branch: **Tyger Manor**
Branch Code: **050410**
Acc. No.: **272 690430**
Acc. Type: **Current Account**
Swift Add.: **SBZAJJ**

Thank you to all our supporters for your continued prayerful and financial support to CTBS as we train men and women in ministry for Christ's church and to the world.

In Christ

Prof. Dr Godfrey Harold