

# THE STUDENTS INFORMATION HANDBOOK

## 2015/2016

**WELCOME TO BSM!**



**<<ONE YEAR FOR YOUR WHOLE LIFE>>**

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# 1. SPIRITUAL LIFE

Prayer and devotion to God is a vital part of BSM student's spiritual development. This is closely related to all parts of our ministry and the planning for ministry. Here are some of the ways we promote and encourage the students in their spiritual development:

## 1.1 – Chapel

1.1.1 – At BSM, chapel is for the purpose of spiritual enrichment and growth. In contrast with the classroom, chapel is not a structured learning forum but rather a time to both give and receive ministry.

1.1.2 – Chapel provides an opportunity for the students to develop spiritual gifts and take part in worship and ministry.

1.1.3 – Students are expected to attend all regularly scheduled chapel services and to be on time in the chapel service. Attendance is kept daily and absences and tardies will influence the *Discipline points* of each semester (*see more in 3rd Section, System of Points*).

1.1.4 – Students are required to bring their Bibles to every service in Chapel.

1.1.5 – We believe in training students to practice what they learn and therefore chapel services will be given for students to preach the Word. This gives a supervised opportunity on planning and leading worship services.

(!) Note: It is not allowed to bring food or drinks into Chapel.

## 1.2 – Students Ministry involvement

1.2.1 – Preparing students for ministry is the main goal of the School. All students are required to be involved in ministries that provide development through practical experience.

1.2.2 – If you are not actively involved in ministry at your local church or if you will not be able to attend your home church because it is too far to travel, please see the *Director or Academic Dean of the School* for possible ministry placement opportunities.

1.2.3 – Regularly you will receive a Weekend Report form, where you must specify what church you were at, the topic of the Sermon preached and describe your ministry during the weekends.

1.2.4 – Being a full-time student should not remove us from ministry but encourage us to start using the tools we are gaining from God's Word.

## 1.3 – The personal devote

1.3.1 – In I Timothy 4:13 we read that Paul spoke to Timothy and told him..." devote yourself to the public reading of Scripture, to preaching and to teaching..."

1.3.2 – Every student is encouraged to observe a time of prayer and Scripture reading each day. Classes, study or other activities should not hinder us from a regular personal time for prayer and reading of God's Word.

1.3.3 – Every morning we have a prayer time, which is before breakfast in the chapel. Every evening after snack we have the second student prayer time. Both are required for all students (*see Daily Schedule*).

1.3.4 – Chapel room is available during the day for meditation and prayer as well, as long as the worship team is not using it for rehearsal.

**1.4 – A special prayer time/fasting days**

1.4.1 – BSM sets apart special times for prayer and fasting throughout the year. God has given us the wonderful blessing of prayer and at times there are special needs we are made aware of and have intercessory prayer for as a group.

1.4.2 – We will pray for the planting of new Churches, World Mission, for those students who seek God's guidance in the future of their ministry, etc.

1.4.3 – The attending is required for all students.

**1.5 – Mission Days**

1.5.1 – During the school year, a week/weekend will be scheduled for a practical application of the knowledge. At that time, the students will have the opportunity to visit different Churches and to serve according to their needs.

1.5.2 – The attending is required for all students.

**1.6 – Mission Chapel**

1.6.1 – Special Chapel time will take place with an emphasis on Mission.

1.6.2 – There will be a group of students (those who have a passion for missions) in charge of the organization.

1.6.3 – Three are the goals of these *Mission Chapel*:

- 1) To inform the students about the Mission work in the World (in a creative way).
- 2) To pray for missionaries and their specific needs.
- 3) To collect an offering that will be sent by BSM in order to bless a missionary.

1.6.4 – Any decision of the Mission Group must be approved by the *Director/Academic Dean* of the School.

**1.7 – Worship evenings**

1.7.1 – A few times per semester after dinner will be separated a time for worship services. This is for a deeper spiritual growth.

1.7.2 – The attending is required for all students.

**2. ACADEMIC INFORMATION**

2.0.1 – The academic program of the school is designed to prepare the student for effective ministry. Therefore, guidance relating to the student's program of study, course, enrollment and graduation requirements is provided through the office of the *Director/Academic Dean* of the School.

2.0.1 – All classes records, grades and student information are kept in the office of the *Secretary*.

2.0.1 – For those students that will have the desire to reach a higher School Education, there are several opportunities for further studies at others institutions with a bachelor's degree. For this to be possible the student must have high grades and good attendance record at BSM.

**2.1 – The evaluation system**

2.1.1 – All estimates of the professors are final, and communicated to the student after all the students wrote their exam.

Mark	Explanation	Percent	ECTS marks
10	(superiority)	97% - 100%	A
9	(excellent)	92% - 96%	A
8	(very well)	87% - 91%	B
7	(good)	82% - 86%	C
6	(almost good)	77% - 81%	D
5	(satisfactorily)	73% - 76%	E
4	(permissible)	69% - 72%	E/FX
3			
2	(unsatisfactorily)	< 68%	Fail
1			

## 2.2 – Repeat Courses

2.2.1 – Required courses must be repeated if a student receives a grade of 3 or below. In such cases, if the student will pass the test on second try, a grade of 4 will be in the transcript at the end of the year.

2.2.2 – Students are to attend all classes. If a student knows in advance he or she will be absent, prior arrangements are to be made with the *Academic Dean* of the School regarding assignments and work required during the absence.

2.2.3 – If the total of all absences, excused and unexcused, is over 25% of the total class sessions, the student will need to show his own notes with the records of all sessions in order to be able to write the final test. If this is done successfully, the transcript at the end of the year will be 4 (in despite of the grade the student obtained). This will be followed without exception. As full-time students, classes are the priority.

2.2.4 – Any absence for any reason except for unavoidable emergencies or illness will be registered as unexcused absence (*see more in 3rd Section, System of Points*).

## 2.3 – Cheating

2.3.1 – We are a Christian school and representatives of Christ. Our standards must be His standards. Cheating is not a Christ-like standard. Cheating is getting answers from someone else or some other source other than the student's memory.

2.3.2 – Therefore the first time a student is found cheating 25% of the test grade will be taken away. The second time 50% will be taken. The student may also be subject to discipline from the *Administration* of the School.

2.3.3 – Cheating is looking at or towards another student's paper during a test with the idea of seeing their answers, even if you only use the answer to check your answer. Hiding notes or placing class notes within reading distance during a test is also cheating. Using any source other than memory or what the professor allows is considered cheating.

2.3.4 – Most professors give one day or more notice for students to prepare for a test. It is the student's responsibility to come into class prepared to take the test.

## 2.4 – The tasks and the tests

2.4.1 – Students are encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that sufficient time is allotted for study. The development of good study habits should be given maximum attention.

2.4.2 – Students needs to pay attention in developing the skill of studying individually. The student is responsible for all work missed and assignments given when absent from class, and the date due set by the professor remains mandatory.

2.4.3 – All grades are final. If a student has a question concerning a grade they received and believe it is unfair, they need to schedule a time to meet with the professor who gave the test. If after that meeting he or she is not satisfied they can talk with the *Director/Academic Dean* of the School.

2.4.4 – If a student knows in advance that he will be absent in the test, he must notify the *Director/Academic Dean* of the School and the teacher of the subject. If possible, the test should be put on the same day or at another time agreed with the *Administration of the School*. Otherwise, he will lose points for each day of delay.

2.4.5 – To become a student at BSM is a commitment to study and attend. It is a choice. Students are accepted because they have requested to study here and this is the commitment they have made to BSM.

2.4.6 – All the tasks, home works etc. must be done on the A4 paper, in clear and understandable for reading form.

2.4.7 – During the test at the students work place should be: paper of test, pen, pencil and eraser (in special cases another help materials are possible, if the professor will allow it)

2.4.8 – No food or drinks are allowed in the classes at any time except for the thermo cups.

### 3. DISCIPLINE ASPECT

3.0.1 – When a rule is broken by a student it will be the responsibility of the *Director/Academic Dean* and the *Student Life Coordinator* to determine the student's reason for breaking the rule.

3.0.2 – The student will be added to penalty points, which is determined by the *Administration* of the School.

3.0.3 – The BSM has the desire to work together with the local Church. In order to achieve this desire, all discipline points will be sent to the student's pastor (the one who sent the recommendation letter) with a letter attached. The student must present this letter to his pastor and make it sing by him. The pastor will get to know the reason of the discipline points, and will talk with the student if needed. In this way, BSM works together with the local Church in discipline's area.

3.0.4 – The *Director* may set a meeting with the student's pastor if needed.

#### 3.1 – The point system

3.1.1 – The school will operate a system of points to determine the punishment for omissions, breach of internal policy, School rules, or Academic issues.

3.1.2 – Each student will have three different kind of points:

- 1 - **Credit** points (Subjects). Each subject gives credit points, according with the amount of studying hours that it takes. For example, a subject that takes 15 hours of study will give 1 (one) **credit point**. The credit points for the each subject will be given to the student only after he gets a final grade over 4 (For more information, see the *Evaluation System*).

(!) Note: Credit points cannot be divided or given by percentage.

- 2 - **Discipline's** points: Anything concerned to the rules (for more information, see *Discipline*)

- 3 - **Attending's** points: Anything concerned to the attending to: Classes, Chapel, Worship evening, Fasting days, or any activity organized by the Administration of the School.

3.1.3 – Items for absences:

* Without warning	2.0pt.
* The absence with a warning on the day of absence)	1.5pt.
* The absence with a warning 1 day before)	1.0pt.
* The absence with a warning more than 3 days before)	0.5pt.
* The absence due to illness	0.5pt.

3.1.4 – *Special Permission* to leave the School

3.1.4.1 – Every student is asked to fill a *Special Permission* if for any reason needs to leave the School. After filling the permission, the student must wait for the answer, which will be deposited in his personal box at the Classroom.

3.1.4.2 – All Special Permissions are signed by the *Director/Academic Dean* of the School, who decides to grant it or reject it based in the amount of *Attending points* that the student has at that moment.

3.1.4.3 – The Special Permission must be filled few days before the leaving time. Individual decisions are made in cases of emergency and high importance.

3.1.4.4 – No student is allowed to leave the School without the permission granted.

3.1.4.5 – When the student fill the Special Permission he explains the reasons why he wants to leave the School, setting dates of absence, leaving time and arrival time. If after receiving the granted permission he doesn't fulfill the times and/or dates set (longer absence or later returning to the School), *Attending points* and/or *Discipline Points* will be given to him.

(!) Note: During the free time students may get a permission to leave the School for no longer than 1,5 hour without filling the Special Permission. This permission can be granted by the *Academic Dean/Students Coordinator*.

#### 3.2 – Graduation

3.2.1 – In order to be graduated at the end of the School year and to get the *Diploma*, students are asked to get 4 requirements during the whole study year:

- 1- A minimum of **85% subjects** credit points available in the academic year.
- 2- Less than **15 discipline** points (No more than 10 per semester).
- 3- Less than **15 attending** points (No more than 10 per semester).
- 4- No debts.

### 3.3 – Relationships

3.2.1 – During the whole School year it is **not allow for any student** of the BSM to get involved in a relationship.

3.2.2 – The rule includes a relationship between students of BSM or a student of BSM with a no-student.

3.3.3 – The intention of this rule is that the student of BSM will COMPLETELY SET APART for God ONE year. We believe that in this year you must fix your eyes upon Jesus and we will help you to do so...

3.3.4 – If the student is in a relationship at the moment he/she applies for BSM, it must be made known to the Administration of the School in the interview on the first week.

3.3.5 – When a student breaks this rule, automatically becomes no longer student of BSM (!!!)

## 4. BASIC PRINCIPLES

4.0.1 – In I Timothy 4:12 Paul tells Timothy, “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.”

4.0.2 – The Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior. Practices that are known to be morally wrong by Biblical teaching are not acceptable for members of BSM.

4.0.3 – Although the Scriptures do not provide specific teaching regarding all social practices they do advocate self-restraint in that which is harmful or is offensive to others. Therefore, all questionable activities that would be detrimental to Christian character and testimony are disapproved.

### 4.1 – Dormitory

4.1.1 – Mutual cooperation and goodwill should be carefully cultivated in the dormitory. The dormitory is also a place of study, therefore, consideration is required for other students needing to study.

4.1.2 – Our residence hall provides a comfortable atmosphere away from home, where you will meet all kinds of people and learn how to get along with them. Residence hall living develops a purposeful sense of direction through self-reliance and self-control. We encourage you to be a good neighbor.

- 1) Do not enter another person’s room without knocking and invitation.
- 2) Men are never allowed in women’s dorm rooms under any circumstances.
- 3) Women are never allowed in men’s dorm rooms under any circumstances.
- 4) No guests are ever allowed to stay over night without the prior approval of the *Director/Academic Dean of the School*. All visitors during the daytime hours must check in at the office of the *Secretary* before beginning their visit or meeting with students or staff.
- 5) Lights out at 11:00PM.

4.1.3 – All dorm rules apply at all times, even during weekends and holidays. If these rules are broken or not obeyed the *Administration of the School* will decide the future involvement at the School for that student.

4.1.4 – Dormitories must be set in order each morning before classes and thoroughly cleaned once a week. All trash must be placed in proper containers.

4.1.5 – The *Administration of the School* reserves the right to enter and examine your room and its contents whether or not you are present.

4.1.6 – The furniture in your dorm room should not be altered, removed, or exchanged without permission from the *Director/Academic Dean of the School*.

4.1.7 – Each room is prepared before your arrival. If any furniture is broken prior to your moving in you must report to the *Director/Academic Dean of the School* immediately. Once you move into your room you become responsible for it.

4.1.8 – If any of the furniture is found broken, written on or abused at the end of your stay, you will be required to report to the *Director/Academic Dean of the School* immediately.

4.1.9 – No food or drinks are to be taken from the Kitchen to a student's dorm room. All meals must be eaten in the dining room.

4.1.10 – Students are not allowed to change rooms during the study year.

#### **4.2 – Guests**

4.2.1 – BSM receives guests and offers them the opportunity to stay at the School for a few days. This has the purpose to promote the School, given that this may help people to experience what is to be student of BSM, and finally encourage them to decide to come next year.

4.2.2 – BSM receives ex students that wants to come and share time with the current students as they will be always part of BSM.

4.2.3 – In any case, in order to have the opportunity to visit the School the guest must receive a permission to come at least few days before. This permission is given by phone by the *Secretary* of BSM.

4.2.4 – Each full day costs 8€ (eight euros), and must be pay before to leave the School.

4.2.5 – The guest must fulfill all rules as a regular student of BSM.

4.2.6 – BSM reserves the right to grant or reject permissions.

#### **4.3 – Classroom**

4.3.1 – Classroom is the place closely connected with the students studies.

4.3.2 – After the session workplace of every student should be set in order.

#### **4.4 – Library**

4.4.1 – Library is not the place of talking, eating or just spending your time. Staying in the Library remember, that this is the place where students are studying, show the respect.

4.4.2 – All books are to be used in the library. No books are allowed in dorm rooms or to be taken from the Library without the permission. Please put the book on its place, after you've finished working!

(!) Note: Please pay attention on the Library working hours.

#### **4.5 - Cleaning**

4.5.1 – It is very important throughout the week to keep clean not only your own room, but the whole School building.

4.5.2 – Every Wednesday after classes we set apart time for general cleaning of rooms and other facilities, as well as the area around the School. Every student will be assigned to clean an area by the *Administration of the School*, and that decision cannot be change.

#### **4.6 – Christian Service Duties**

4.6.1 – Community living on the campus necessarily requires that each student assume responsibility for certain chores. Work assignments, schedules, duties, and means of supervision will be given during the first week of classes.

4.6.2 – The staff of BSM is here to serve you in ministry and to help make your time in college enjoyable. All staff and faculty are to be respected at all times, in the classroom and outside of the classroom. Translators, office staff, cooks, missionaries and support staff are to be shown your highest respect. They are gifts of God placed here to serve. Disrespect will not be allowed at any time or in any location on the campus.

#### **4.7 – Personal Grooming**

4.7.1 – It is expected that the students will desire to glorify the Lord in all areas of their life. For this reason we will refrain from those things which tend to glorify the self. We will be modest at all times in matters of dress, so that we will not draw attention to ourselves or our flesh. We will guard our minds against the impurities of the world that might come to us through our sight or our hearing. We will seek the things that come from the Spirit of God, not from the spirit of the world.

4.7.2 – All apparel worn by students should be modest, in good taste, and neat and clean at all times. Good personal hygiene habits are an important part of a modest, wholesome, and Christ-honoring appearance.

#### **4.8 – Music, video, internet**

4.8.1 – Music, Internet (Facebook) and videos are forbidden during the lessons. In the free time, music is allowed as long as it is used with consideration of other people. No music is allowed after 22:00. If music prevents a person from studying in another room it must be turned off.

4.8.2 – Internet in the School is only allowed in free and personal time, both for the personal reasons and for completing the home work.

4.8.3 – Using Internet after 23:00 will influence the discipline points (*see more in 3rd Section, Point System*).

#### **4.9 – Students' Ministry**

4.9.1 – BSM believes that the foundation of all ministry is being a servant. Ministry is not limited to those who are called to “full-time” ministry, but every Christian has the opportunity and responsibility to serve. As servants of Jesus Christ, each believer is a minister, a servant with a call to serve. For this reason, every student can find his place in ministry while attending BSM.

4.9.2 – The goals of the Student Ministries Program are:

- 1) To increase the student's awareness of a wide variety of types of ministry and the importance of working together with God to fulfill His purposes;
- 2) To discover ministry gifts in students and to increase their ministry skills through training, experience and spiritual development;
- 3) To increase understanding of the many facets of various ministry opportunities;
- 4) To increase interpersonal skills for functioning as team members with fellow workers.

4.9.3 – Objectives of the Student Ministries Program are:

- 1) **Personal:** To grow in self-discipline, maturity, and adaptability;
- 2) **Spiritual:** To acquire strength of testimony, a consistent devotional life, and spiritual maturity;
- 3) **Relational:** To manifest and demonstrate love for people, tactfulness, teamwork, concern for others and a cooperative spirit;
- 4) **Training:** To participate in ministry learning experiences, on a regular basis, demonstrating punctuality, dependability, responsibility, leadership and devotion to ministry;
- 5) **Faithfulness:** To manifest responsibility and faithfulness to the ministry assignment;
- 6) **Ministerial Fulfillment:** To experience the fulfillment of service to Christ.

#### **4.10 – The Student Council**

4.10.1 – In order to help the Coordinator of Student Life at the beginning of each semester will be chosen four students. They will help with Fellowship nights, special gatherings, parties and other events that take place throughout the year.

4.10.2 – They will have weekly meetings with the *Administration of the School* in order to set the schedule with different events and celebrations.

4.10.3 – The Student Council will be a bridge between the students and the *Administration of the School*. If students have any suggestion, the Student Council may let know it to the *Administration of the School*.

4.10.4 – In the first semester the *Administration of the School* will choose the students that will be part of the Student Council. In the second semester all students will vote in order to choose the members.

#### **4.11 – Copying and printing**

4.11.1 – There is a printer and copy machine at the office of the *Secretary*. Printing and copying services are available at a price:

One side page (0,10 Euro per copy) - Both side page (0,15 Euro per copy) - 1 A4 sheet of paper (0,05 Euro)

4.11.2 – Please, submit your materials for the *Secretary* of the School, she will make copies at once, or appoint a time to return to the ready-made copies. You have to pay for services, before copying or printing.

4.11.3 – Printing out home works, projects and practical works also is provided according to the fee set in 4.11.1.

#### **4.12 – School Equipment**



4.12.1 - All school equipment (i.e. sound system, piano, projector, guitars, etc.) is never to leave the school building. None of the BSM equipment should ever be in a student's dorm room.

#### 4.13 – Electric heaters and other appliances

4.13.1 – In the dorm rooms are not allowed the possession and use of electric heaters, coffee makers, microwaves and other appliances.

4.13.2 – If in your room will be found an electric heater, coffee maker, etc., you will be added 3pt and the appliance will be taken.

#### 4.14 – Mail

4.14.1 – Please let all mail in your name, addressed to the school, will be included in the list, as the school.

(*student's name, surname*)  
Iecavas krastmala 1a  
Ozolnieku pagasts, Ozolnieku novads  
Latvija, LV-3018

#### 4.15 – Payment for tuition

4.15.1 - Our God is a great God; He is the real God, and selenium work miracles in our lives. We believe that He will not forsake us, and He will provide everything you need. This also applies to the areas of finance, and we encourage each student to seek His guidance and assistance in securing the funds needed for education. Remember that at the end of this School year, the *Diploma* will be given only to those students who paid for the entire year of training. We believe that in our God it's possible!

#### 4.16 – Price of the Study Year

4.16.1 – The price of the Study Year at BSM is the 1170 € (2015/2016).

4.16.2 – The cost of the Study Year can be covered in 9 payments of 130 € (from September to May). You are always welcome to cover it all together at once, or to cover in advance some of the payments.

4.16.3 - To run the School is not free. Food, accommodation, bills must be covered on time in order to keep the School running. That is the reason why we cannot maintain a student on campus if he/she is 3 payments behind. Please, see the *Director/Academic Dean of the School* if you face a finance challenge. We believe God will meet your need, but we need to be aware of your situation in order help you through it.

#### 4.17 – The last remark

4.16.1 – Please read these rules slowly and with great care. We want this year of study to be a great experience for everyone - students, staff and professors. Once you have read through the *Student Handbook* please sign the attached page and turn it into the *Director's* office the same day.

(!) Any questions you have after the reading this Handbook you can ask to of *Administration of the School*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thank you, and blessings of this study year!  
Baltic School of Ministry  
Administration and teachers

## Daily Schedule

06:45	- wake up
07:00 - 07:30	- morning prayer
07:30 - 08:00	- <i>breakfast</i>
08:00 - 08:50	- 1st session
09:00 - 09:50	- 2nd session
10:00 - 11:00	- Chapel
11:30 - 12:20	- 3rd session
12:30 - 13:20	- 4th session
13:20 - 14:30	- <i>launch</i>
14:30 - 15:20	- 5th session
15:30 - 16:20	- 6th session
16:30 - 17:20	- 7th session
17:20 - 20:00	- personal time
20:00 - 20:50	- <i>dinner</i>
21:00 - 21:30	- evening prayer
21:30 - 22:45	- study time/personal time
23:00 - 06:45	- sleeping time (zzz...zzz...zzz)