

Kima International  
School of Theology



A school that makes life and learning  
a continuous doxology of praise to God

# KIST

# Student Handbook

Revised February 2017

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## OPENING AND CLOSING DATES: 2017-2020

Dates are subject to change.

Definite dates will be given at the beginning of each year.

<b>Opening</b>	<b>Closing</b>
January 12, 2017	March 31, 2017
May 4, 2017	July 22, 2017
September 14, 2017	December 1, 2017
January 11, 2018	March 31, 2018
May 3, 2018	July 21, 2018
September 6, 2018	November 24, 2018
January 10, 2019	March 30, 2019
May 9, 2019	July 27, 2019
September 5, 2019	November 23, 2019
January 9, 2020	March 28, 2020
May 7, 2020	July 25, 2020
September 3, 2020	November 21, 2020

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- a) Letter of recommendation from applicant's District Overseer (for Kenyan students), or Legal Representative of the General Assembly (for Tanzanian and Ugandan students). If applicant's parent is applicant's District Overseer or Legal Representative, a recommendation from the Area Director is acceptable.
  - b) All applicants should exhibit high standards of Christian character, ministry focus and orientation, and personal spiritual disciplines.
  - c) Scholarship recipients must maintain satisfactory academic progress. This requires a minimum cumulative GPA of 2.00. A cumulative GPA of 1.99 and below will result in loss of scholarship. Students who lose eligibility on academic grounds and then regain a cumulative GPA of 2.00 will be reconsidered for scholarship.
  - d) Preference for scholarship awards will be given to full-time students registered for 12 or more credits and those who are likely to enter leadership in the Church.
  - e) No student on any form of probation within the institution is eligible for a scholarship award.
4. Scholarships help cover the cost of tuition, room and board, library and computer lab fees. Recipients must meet other expenses such as application, medical and activity fees.
  5. Scholarship funds will not cover retake examinations or repeat courses.

Copies of education records or record entries, with certain exceptions, may be obtained by the student. The College reserves the right to deny a copy of an education record for which a financial hold exists or a transcript of an original source document which exists elsewhere.

### **Publicity and Release of Records**

KIST believes that in most instances student records should remain confidential. The College, however, will make public announcement of scholarships and other awards, which it deems appropriate to announce. Acceptance of financial aid carries with it the understanding that pertinent student records may also be shared with the donor or auditors as required.

## **Appendix III**

### **SCHOLARSHIP POLICY**

1. Scholarships are awarded on an annual basis with disbursements being made in the first, second, and third terms. Students must reapply each year using the process set down.
2. Completed scholarship application form must be received in the Office of the Principal for returning students and new students. Due dates for applications will be posted on the office bulletin board.
3. Depending on the availability of funds, scholarships are awarded to students who have been admitted into the College and score sufficiently high on the Scholarship Committee's rating scale. Scholarship awards are not automatic, but are evaluated on the following criteria:

## **SECTION 1**

# **Who We Are**

Kima International School of Theology (KIST) is an institution of the Church of God. The College is under the management of the Board of Governors representing the General Assemblies of the Church of God in Kenya, Tanzania, Uganda, and USA, with other appointed members also. The administration of the College is conducted under the leadership of the Principal, Senior administration and the Administrative Council, which are appointed by the Board of Governors.

### **Vision**

Kima International School of Theology seeks to be a Christ-centered academic community of excellence, which produces graduates who are effective and influential servant leaders transforming and strengthening the church, community and world.

### **Mission.**

Kima International School of Theology exists to equip the church and community with passionate Christian servant leaders that can serve with integrity in a changing world.

### **Core Values:**

- ◆ **Integrity:** The firm adherence to complete accountability before God and man
- ◆ **Service:** Work performed to benefit the welfare of others; a demonstration of love
- ◆ **Excellence:** A commitment to superior standards; spurring one another to reach above the norm

- ◆ **Community:** A voluntary unified association of individuals seeking to live out the relationship of Christian love
- ◆ **Passion:** The intense internal drive ‘heart’s desire’ for relationship with and service for Jesus Christ
- ◆ **Relevance:** Commitment and ability to use Biblical Truth in the context of current community need

## Educational Philosophy

The educational philosophy of the College is premised on the Bible as the Word of God and the foundation and authority for truth. Excellence in classroom teaching, spiritual growth and maturation of every student, and practical Christian ministry for every student are the primary and central elements in our educational philosophy. This philosophy is the guiding standard for designing, implementing, and evaluating the curricular and co-curricular activities of the College. It is also the basis for appointment of academic and administrative staff.

## Statement of Faith

The doctrinal position of the College is expressed in the Statement below.

### We believe:

- ◆ In the divine inspiration and infallibility of the Holy Scripture (2 Timothy 3:16-17; 2 Peter 1:20-21).
- ◆ In one God eternally self-existent in three persons: Father, Son and Holy Spirit (Deuteronomy 6:4-5; Matthew 28:19).
- ◆ In Jesus Christ – Savior and Lord. We believe in His virgin birth (Isaiah 7:14; Luke 1:26-38), His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His future personal return in Power and Glory (Luke 1:32-33; John 1:1-4; 1 Timothy 2:5-6; 6:13-16).
- ◆ In the Holy Spirit – the third Person in the Godhead – He indwells every believer upon conversion and enables the believer through a definite second work of grace subsequent to regeneration to live a

# Appendix II

## STUDENT RECORDS

KIST maintains the following student records:

Record	Location	Custodian
Permanent academic record (transcript)	Office of the Academic Dean	Academic Dean
Disciplinary record	Office of the Academic Dean	Academic Dean
Financial aid records and scholarships	Office of the Financial Controller	Financial Controller
Student financial accounts	Office of the Financial Controller	Financial Controller
Christian Ministry in Action (CMIA) record	Office of the Chaplain	Chaplain
Medical record	Office of the Campus Health Clinic	Campus Nurse

## Procedures for Review of Records

Students who want to inspect and review their education records may do so by submitting a written request to the official responsible for the specific record desired. The responsible official must respond by sending the student a copy of the requested record or arranging an appointment for the student to review the requested record.

and shall attend all meetings.

## **ARTICLE XII: PROPERTY, ACCOUNTS AND FINANCE**

1. The property of the Student Body shall include all funds and property of every description in the legal possession of the Student Body at the time of its composition, plus all that may be acquired.
2. The Student Council shall develop/establish proper records of accounts and inventory to be kept with respect to the above.
3. The funds of the Student Body are derived from the Student Council fees and activity fees which are collected each September term by the KIST Business Office.
4. Disbursements of funds from Activity fees shall be determined each year by the Student Body's budget and the approved activity statement. The disbursements of funds from Student Council fees shall be determined by the Student Council and shall be approved by the Dean of Students.

## **ARTICLE XIII: AMENDMENTS**

Recommended amendments to this constitution or any parts therein shall be by 2/3 majority at a regular Student Body meeting. Amendments will then be sent for approval by the Administrative Council.

## **ARTICLE XIV: DISSOLUTION OF THE STUDENT BODY AND SUSPENSION OF THE CONSTITUTION**

There may come a time when the Student Body decides to dissolve itself.

1. After due notice, the Student Body may, by a majority vote of the entire membership, in an extra-ordinary general meeting dissolve itself and suspend this constitution.
2. Upon dissolution, the property of the Student Body shall be handed over to the KIST administration.

holy life, to witness in power, and to work for the Lord Jesus Christ (Acts 1:8; 5:3-4; Matthew 28:19; John 15:15-17).

- ◆ That man was made in the image of God and sinless. By choice man fell out of favor into sin. In God's mercy, salvation comes to every lost and sinful person freely and simply by faith in Jesus Christ who shed His blood for sin (Genesis. 1:26-28; 3:1-21; John 1:11-13; 1 Corinthians 12:13).
- ◆ That all believers in Jesus Christ are One Body, the Church, of which Christ is the Head (1 Corinthians 12:13; Ephesians 2:14-22).
- ◆ That the bodily resurrection of all the dead will take place some day. Believers in Christ will rise unto everlasting blessedness while unbelievers will rise unto judgment and everlasting punishment (Revelation 20:11-15; 2 Corinthians 5:9-10).
- ◆ In the personal existence of Satan, whose intention is to supplant (oppose) God and frustrate His people. Satan's ultimate end is consignment to eternal punishment.

It is required of every student to subscribe deliberately and unconditionally to the above Statement of Faith.

## SECTION 2

# Community Life

### 2.1 Student Body

Student participation in institutional decision making at KIST is essential and highly valued. Participation is achieved through the Student Body and its legislative arm, the Student Council.

The Student Body is an organization of all degree, diploma, and certificate students at KIST. The purpose of the Student Body is to stimulate academic, social, spiritual and physical development among the students; and to develop leadership qualities in students by giving responsibility and initiative opportunities to students. The details pertaining to the Student Body are contained in the *Constitution of the Student Organization* published in Appendix I in this Handbook.

The Student Council has a particularly important role, as it is the body with primary responsibility for considering and accepting student initiatives. Students who render faithful service in the Student Council are awarded the Certificate of Outstanding Service upon their graduation from KIST.

### 2.2 Code of Conduct

Kima International School of Theology is a Christian institution — a community of believers from various ethnic groups, nations, and Christian denominations. We appreciate our diversity and are proud of our unity in confessing Jesus Christ as Lord and Savior. All students, therefore, are required at admission to be Christians and to exemplify a God-controlled life both on and off the KIST campus. By joining KIST, students demonstrate that Jesus Christ is Lord of their lives, and that they wish to express His life in **thought**, **word**, and **deed**.

- a. The Chairperson
- b. Vice-chairperson
- c. Secretary
- d. Treasurer

- ◆ At no one time will all the above mentioned in (13) be absent from the campus unless under extraordinary circumstances. Such circumstances must be communicated to the Dean of Students in advance so that special arrangements may be made for the smooth running of the Student Body.
- ◆ Regarding **Performance**:
  - In case any office bearer is not performing his/her duties, the Student Council will be expected to discuss and give a report with recommendations to the Dean of Students for action.
  - a. The recommendation of the Student Council shall be taken seriously.
  - b. There will be appreciations for each council member at the end of their leadership (at KIST).
  - c. If for any reason a majority of the Student Council is unable to perform their duties, the Dean of Students, by the power of this constitution, shall call for new elections.

### ARTICLE XI: OFFICIAL MEETINGS

1. Student Body shall meet once each term, and the Student Council will meet monthly.
2. Special meetings of the Student Body or the Student Council may be called by the Chairman at any time so long as the time has been publicly announced, at least 48 hrs prior to the convening.
3. At all meetings of the Student Council, 2/3 of the membership shall constitute a quorum.
4. All records involving official transactions of the Student Body and its Council shall be open for inspection by any member. All records shall remain the property of the Student Body.
5. The Dean of Students shall be an ex-officio member of the Council



- e. Undergo all the necessary medical examinations to permit food handling in the kitchen/DH.
- f. Collaborate with the kitchen supervisor and Dean of Students to handle problems related to food preparation and service.

#### 10. ENTERTAINMENT REPRESENTATIVE

An Entertainment representative shall:

- a. Be responsible for operating and handling the campus television and DVD player.
- b. Collaborate with the Dean of Students to plan, organize, and facilitate weekend and public holiday entertainment programmes.
- c. In case of class video viewing programs for education purposes, liaise with the teacher concerned and the class representative.

#### 11. SYMPOSIUM REPRESENTATIVE

A Symposium Representative shall:

- a. Make budget for the symposia events.
- b. Coordinate activities for symposium paper writing, review and presentation.
- c. Liaise with the Dean of Students for educational trips.
- d. Have a separate and independent account to meet symposia budgets.

#### 12. SPIRITUAL LIFE REPRESENTATIVE

A Spiritual life Representative shall:

- a. Supervise and monitor the spiritual life issues on the campus
- b. Prepare and ensure that the chapel is clean and ready for use.
- c. Organize for overnight and any other prayer meetings.
- d. Collaborate with the Campus Chaplain on all of the above.

13. The EXECUTIVE COMMITTEE shall be comprised of:

That expression of the life of Christ is manifested in several ways. First, one constantly tries to remember that he or she is an “ambassador for Christ” and tries to be sure that his or her behavior does not bring reproach to the Saviour. Second, when one sees a brother or sister whose life appears to fail this standard in some particular way, it is his or her responsibility to go to that person privately and “speak the truth in love,” helping that brother or sister to walk worthy of the Lord. Third, there are significant parts of the body of Christ whom the KIST community serves and who believe that certain behaviors are sinful and unbecoming to a Christian. We recognize that sincere followers of Jesus Christ honestly differ in their view of some of those things, and we recognize that Christians in other contexts might order their lives somewhat differently. However, we also believe that as a community, we should govern our lives so as to maintain the ministry of KIST to the whole church in Africa and to support KIST’s witness to people from all walks of life.

Consequently, KIST regulations are designed to encourage a peaceful community life. Specifically: smoking, gambling, possession or use of intoxicating liquor, possession or use of illegal drugs, obscene language, possession or use of pornographic material, sexual harassment, immoral sexual behavior, stealing, cheating, plagiarism, violence, willful damage of property belonging to the college or to another person, loud music, causing discomfort to others, and other practices which are questionable in a Christian community, are **not permitted** to students of KIST.

As a community of believers, KIST staff and students believe in the Biblical approach to settling of grievances or misunderstandings (Matthew 18:15). Boycotts, strikes, riots, sit-ins, or any form of mass protest or rebellious behaviors are not permitted to staff or students of KIST. Any form of involvement or participation in any of the above will lead to disciplinary action which may result in suspension or dismissal.

It is required of every KIST student to subscribe deliberately and unconditionally to the above Code of Conduct.

### **2.2.1 Student Relationships**

KIST is a good place for young men and women to meet and it is often that good friendships develop here that carry on long after graduation. At the same time, temptations are great to carry relationships into acts and behaviors which are contrary to Biblical teachings. These behaviors include relationships involving sexual immorality and other relationships in which persons are abused or mistreated. Also included are situations in which one or both persons feel trapped and unable to free themselves from the relationship. Students are advised to be aware of the Devil's schemes in which he presents relationships so that they appear to be coming from God, but are, in fact, evil.

The code of conduct above requires students to refrain from allowing themselves or encouraging others to enter into improper relationships or to abuse others in any relationship.

KIST recognizes that there are different family cultures and traditions represented on campus, and students developing relationships across cultures must take special care to deal with cultural differences and any other relationship issues as Christ would.

Struggling students are urged to seek counseling from the relevant offices on campus (i.e., the Chaplain or the Dean of Students) before relationships become serious, or especially if one or the other of the students in a relationship sees a problem, feels trapped, or is being tempted to carry the relationship beyond safety or a point of no return.

#### **2.2.2a Sexual Harassment**

Sexual harassment of any kind will not be tolerated on the KIST campus. Any kind of sexual harassment should be reported to the Dean of Students immediately for further investigation and action.

#### **2.2.2b Student Responsibilities**

Each student has the responsibility to behave in a manner that is conducive to learning by being prepared, prompt, attentive, courteous, and responsible in all curricular and co-curricular functions.

## 7. THE GAMES CAPTAIN

The Games Captain shall:

- a. Be in charge of all games and sports activities.
- b. Coordinate with the Treasurer to make a budget for sports.
- c. Liaise with the concerned departments to organize friendly matches.

## 8. THE HEALTH AND SANITATION REPRESENTATIVE

The Health and Sanitation Representative shall:

- a. Liaise with the College health supervisor or nurse to make sure that the water filters and containers for storing clean drinking water in the dining hall, dormitories and offices are kept clean and filled.
- b. Collaborate with the College health supervisor or nurse to oversee the general health and sanitation status of the College.
- c. Have the first aid kit for use during emergencies both in school and during students' outings.
- d. Collaborate with the College health supervisor or nurse to plan, organize and facilitate essential basic health trainings (if need be) to ensure good health for all students.
- e. Represent the students' health concerns to the Council.

## 9. DINING HALL REPRESENTATIVE

A Dining Hall Representative shall:

- a. Handle students' complaints as far as meals are concerned.
- b. Make sure that there is order in meal serving.
- c. Collaborate with the cooks to ensure that food is well cooked and is served on time
- d. Act as a link between the students and the cooks.

- b. Prepare and post a financial statement each term for regular Student Body meetings.
- c. Prepare and distribute a detailed financial statement covering the previous year.
- d. Submit regularly a financial report to the Student Council
- e. Subject to approval of the senior administration, prepare and present a detailed annual budget to the Student Body during the general meeting.
- f. Prepare and present the annual budget to the student body.

## 5. CLASS REPRESENTATIVE

A Class Representative shall:

- a. Make sure classrooms are clean.
- b. Make sure there are enough seats and chalks, that the wall clock and lighting are in working order, and that the chalkboard is clean.
- c. Know how many students are absent and reasons for absence. This information is to be shared with the instructors.
- d. Relate matters affecting the class to the Student Council.
- e. Oversee the welfare of class members.

## 6. THE DORM CAPTAIN

The Dorm Captain shall:

- a. Be in charge of the pertinent dorm.
- b. Make sure the dorm is clean (does not mean that he/she does it by himself/herself); assign students to do the cleaning.
- c. Handle issues that affect the well-being of students in and around the dormitory
- d. Represent the dorm issues to the Student Council.
- e. Through the Dean of Students, notify KIST administration of any and all violations of KIST dormitory policy

## **2.2.3 Standards of Personal Appearance**

Christianity is judged by what people see in the lives of professing Christians, especially in the lives of Christian leaders. Your personal appearance is no small part of your testimony. Personal cleanliness includes:

- ◆ Clean fingernails and clean hair.
- ◆ Well-trimmed and combed hair.
- ◆ Clean, well-pressed clothing kept in good repair.
- ◆ Polished shoes kept in good repair.

## **2.2.4 Appropriate Dress**

Appropriate dress is determined by principles set forth in Scripture and the traditions of a culture. As a training institution for Christian leaders, KIST desires to train men and women to dress appropriately for all occasions, in conformity to Scripture and traditional standards of Church of God in East Africa (Kenya).

Scripture teaches that our dress should be modest and discreet, without extravagant or excessive adornment (1 Timothy 2:9; 1 Peter 3:3-4; Isaiah 3:18-24). Therefore, all KIST students and staff are expected to wear clothing that is modest and in good taste.

Because of possible offence within the church community, all women students are asked to refrain from wearing slacks (short or long trousers), dresses above the knees, or tight dresses. Likewise, men students should not wear slippers (*pata pata*) to chapel, mentorship groups, or class.

## **2.2.5 Dangerous Practices**

No student shall engage in any activity which shall endanger the lives or safety of that student or of others. This includes, but is not limited to, the following activities:

- ◆ Inappropriate or dangerous use of fires, open flames, candles, matches or other flammable materials.

- ◆ Improper use of electrical appliances which creates a fire hazard. Cooking and heating equipment are not permitted in residence hall rooms.

### **2.2.6 Destruction or Attempted Destruction of Property**

No student shall intentionally or negligently damage/vandalize, attempt to damage/vandalize, or participate in the damage of property belonging to the college or to another student. Accidental damage should be promptly reported to the Dean of Students or an appropriate official. Failure to report accidental damage will be considered a violation of KIST Code of Conduct.

### **2.2.7 KIST Identification Card**

KIST issues identification cards to students. No student shall alter, replicate or have in his or her possession an altered KIST identification card. Student ID cards must be surrendered at graduation.

### **Student Security**

KIST students must show valid student ID's on entering the campus at any time. Guards are to check backpacks, packages, and any containers and record the name of the student and what objects are being carried in or out of the campus.

Students' guests must sign the Guest Register at the gate and indicate the name of the person being visited.

### **2.2.8 Littering**

One of the aims and objects of KIST is to maintain a healthy, safe, and attractive campus environment conducive for the development of the whole person – body, mind and spirit. No student, therefore, shall intentionally dispose of refuse of any kind anywhere on campus except in receptacles and locations provided for that purpose.

- e. Perform such duties as may from time to time be determined by the Student Body.

## **2. VICE CHAIRPERSON**

The V/Chairperson shall perform the following duties:

- a. Assist the Chairperson in executing his duties.
- b. Chair meetings in the absence of the Chairperson.
- c. Be the principal assistance to the Chairperson in the execution of the Chairperson functions.
- d. Perform the functions conferred by this constitution and other functions as the Chairperson may assign.
- e. Act in the absence of the Chairperson.
- f. Oversee the process of the on-campus service.

## **3. THE SECRETARY**

The Secretary shall:

- a. Oversee the running of the Student Council office
- b. Be the custodian of all the current records of the Student Body and deposit official copies in the school's archives.
- c. Send out notices for Student Body and Student Council meetings.
- d. In consultation with the Chairperson, call both the Student Body and Council meetings
- e. Keep detailed minutes of all regular and extraordinary Student Council meetings and distribute copies thereof to the Council members.
- f. Transact all general correspondences.
- g. Prepare and circulate the agenda of meetings in consultation with the Chairperson.

## **4. THE TREASURER**

The Treasurer shall:

- a. Keep good and accurate records of all the financial transactions of the Student Council.

calendar days from the date of the notification with the Student Council will declare the office vacant.

4. In the event of an office falling vacant, the Student Council shall fill the office from any of its members and announce the decisions to the community.
5. Any of the following reasons may justify the removal or resignation of a Student Council member from office:
  - a. Absence with or without an apology from three consecutive Student Council regular meetings.
  - b. Absence without apology from two consecutive pre-announced Student Body meetings.
  - c. Dissatisfaction with his/her services as determined by majority vote in a Student Body meeting.
  - d. Misconduct deemed to directly affect the spiritual welfare of the Student Body.
  - e. Prolonged disabling sickness.
  - f. The Chairman of the Student Council shall have the authority and power to effect the Student Body's decision in reasons *a, b, c* above.
  - g. The Chairman, after full consultation with the Council, shall be empowered to ask any officer to step down for public interest for reason *d or e* above.
  - h. In the case of the removal from office or a resignation, the student council shall choose a suitable person from among its members to fill the vacancy.

## **ARTICLE X: JOB DESCRIPTIONS**

### **1. CHAIRPERSON**

The Chairperson shall perform the following duties:

- a. Call for and chair Student Body and Student Council meetings.
- b. Represent the interests of the Student Body to the faculty and school administration, and at such official KIST functions as may require the attendance or representation of the council.
- c. Give progressive reports to the Student Body on all matters that may have been transacted by the Student Council.
- d. Delegate responsibilities to different members of the Student Council.

### **2.2.9 Noncompliance with an Official Request**

No student shall fail to comply with reasonable and/or lawful requests or directions by members of the faculty, administrative staff, residence hall assistant, or other employees acting in the performance of their official duties.

### **2.2.10 Search Policy**

As an educational community with special behavioral requirements, KIST reserves the right of administrative staff to enter and search student rooms with just cause. KIST housing staff will also make periodic inspections of students' rooms for safety and health reasons. The intent of this policy is to provide protection for the rights of each KIST student while at the same time providing staff members the means to maintain and protect the educational environment necessary for the college to fulfill its primary purpose.

### **2.2.11 Advertising, Soliciting and Selling**

Students shall not engage in advertising or selling goods, or soliciting money for any purpose whatsoever on college campus without first obtaining the written approval of the Student Body Chairperson and the Dean of Students.

### **2.2.12 Posting Public Notices**

Posting of information or announcements is limited to the Office of the Principal, Office of the Academic Dean, Office of the Dean of Students, Office of the Chaplain, Office of the Director of Finance, Office of the Deputy Principal, Office of the College Librarian, Office of the Campus Nurse, and Office of the Student Council. The Academic Dean will designate the areas where each office is authorized to post public notices.

### 2.2.13 Verbal Notices and Announcements

Verbal notices and announcements made during chapel services are limited to administrative staff, faculty members, and the Student Body Chairperson. The primary purpose of this policy is to ensure the wise use of available time and to enhance effective and orderly chapel services. With approval from the Student Body Chairperson, students may make verbal announcements during meal times.

### 2.2.14 Mobile Phones

Mobile phones must be turned off during classes, chapel, mentoring, and other campus meetings. Talking on a mobile phone is also prohibited within the library, the computer lab, and mentorship groups.

### 2.2.15 Visitors to Campus

Visitors are welcome to KIST campus. Each visitor shall be asked to sign the guest book at the main gate to identify themselves by name and address, and to state the business or connection they have with the college or student host. Students' visitors are not allowed to stay on campus overnight or eat in the dining hall without permission from the Dean of Students. The usual place for a student to meet with his or her guest is in the Conference Hall. Visitors and guests may not go into the residence halls.

## SECTION 3

# Academic Regulations

All academic issues are handled by the Academic Dean and the Academic Affairs Committee. The primary source for current academic policies is the *KIST Academic Catalog*. The catalog includes information regarding academic policies, program requirements, grading scales, course descriptions and other information not found in the Student Handbook.

- b. Internship students are subject to the above set qualifications for election and are eligible to stand as candidates for election with the following exception: They may **not** serve in the positions of Secretary or Treasurer.
- c. A person is disqualified from being elected to the Council if:
  - i. He/she does not meet the requirements in clause (4a) above.
  - ii. He/she has been found to have misused or abused a Council office

### 5. Definition of Roles — The Chairperson shall:

- a. Call for and chair Student Body and Student Council meetings.
- b. Represent the interests of the student body to the faculty and college administration and at such official KIST functions as are required. Such attendance notification shall be received through the Dean of Students.
- c. Give progressive reports to the Student Body on all such matters as may have been transacted by the Student Council.
- d. Delegate responsibilities to different members of the Student Council.
- e. Perform such duties as may from time to time be determined by the Student Body.
- f. Facilitate the audits of funds by both internal and external auditors.

### ARTICLE IX: TENURE / CESSATION OF OFFICE

1. The elected officials shall hold office for one academic year beginning in September term unless disqualified for academic or disciplinary reasons.
2. Any member of the Student Council (other than the Chairman) who desires to renounce his/her office shall provide a written notification to the Chairman. At the end of seven calendar days from the date of such notification, if the notice is not withdrawn, the Student Council will declare the office vacant.
3. If the Chairman desires to resign from his office, he shall provide a written notification to the Vice Chairman, who at the end of seven

must state the wish to withdraw to the Electoral Committee at least two days before the election.

## 2. Voting

- a. Shall be supervised by the Electoral Committee which consists of the following:
  - i. Dean of Students (chairman and Returning Officer)
  - ii. Deputy Principal or his/her representative.
  - iii. Chaplain or his/her representative.
  - iv. Two students who are chosen by the committee.  
(These students will be allowed to vote but are not eligible for nomination.)
- b. At every election the electoral committee shall ensure that:
  - i. The voting procedure is simple.
  - ii. The voting is by secret ballot.
  - iii. The votes cast are counted and tabulated and the results are promptly announced by the Returning officer.
- c. Candidates on the nomination list may be voted for in their absence.
- d. The Returning Officer will formally announce the election results based on the results provided by the Electoral Committee.

## 3. Un-opposed Candidates

If only one qualified candidate is nominated for any office to Student Council, that candidate shall be declared elected.

## 4. Qualification of Candidates

- a. A student shall eligible for election to the council if he/she:
  - i. Is a student of KIST
  - ii. Has a GPA of 2.5 or higher
  - iii. Is nominated as a candidate for the office
  - iv. Is not or has not been under disciplinary probation for at least one academic year prior to election.
  - v. Is not under academic probation.
  - vi. Is both willing and available to serve on the Student Council

## 3.1 Admissions

The Office of the Academic Dean is responsible for the recruitment, admission and enrollment of prospective students to KIST. Admission policies and procedures are found in the *KIST Academic Catalog*.

## 3.2 Registration

Registration of new, returning, and re-entry students shall take place during office hours on the posted dates.

Students will follow the steps posted by the Academic Dean office.

These steps will include the following procedures:

- ◆ Obtain and fill out the student particulars on the form; clear with the Finance Office regarding any fees from previous term(s).
- ◆ Secure scholarship approval from the Academic Dean's office; meet with your advisor to complete course registration.
- ◆ Go to the Business Office to pay fees; then return to the Academic Dean's office for final approval to attend classes.
- ◆ Retain a copy of the registration form as proof of completed registration when checking out course materials and attending classes.

Classes begin according to the posted academic calendar.

## 3.3 Academic Honesty and Integrity Code

In a Christian institution such as KIST, there can be no doubt that honesty, integrity, and the pursuit of knowledge are intertwined. Upon enrollment at KIST, each student is automatically subject to the following guidelines.

Students shall observe complete honesty in all academic matters (including examination papers and written assignments). The following actions are **not** acceptable:

- ◆ Using unauthorized materials or receiving unauthorized assistance during an examination, or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, or papers.
- ◆ Giving false or misleading information regarding an academic matter.
- ◆ Copying information from another student during an examination.
- ◆ Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
- ◆ Obtaining prior knowledge of examination materials.
- ◆ Giving to another student unauthorized copies of any portion of an examination.
- ◆ Submitting for academic credit any work completed by someone else.
- ◆ Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
- ◆ Falsifying material relating to course registration or grades, either for oneself or for someone else.
- ◆ Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- ◆ Taking an examination in the place of another student.
- ◆ Committing the act of **plagiarism** - the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.

Committing any of the above actions is a serious offence which may result in rewriting the piece of work, a grade of zero, failure in the course,

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer
- e. One representative from each dormitory (therefore, 3 total)
- f. 2 Dining Hall prefects
- g. 2 Games prefects
- h. 6 Spiritual life committee representatives
- i. One representative from each class
- j. One Symposium Representative
- k. 2 Sanitation prefects and 2 Entertainment prefects

## ARTICLE VIII: ELECTIONS

### **1. Elections**

- a. Elections shall be held in the last week of June each year. (The quorum for elections shall be 51% of the total membership of the Student Body.)
- b. A nominee for the office of Chairperson shall be declared elected if he/she receives a majority of the all votes cast.
- c. In case of a tie, there shall be a run-off between the top two candidates at the same sitting. Should the tie persist, the election shall be postponed and a new election will be held after one week has passed.
- d. If a candidate is dissatisfied with the results, he/she shall file a petition in writing, to the Dean of Students within 48 hours. A decision shall be rendered by the Dean of Students within two business days of reception of the written petition.
- e. Campaigns shall last one week and end with an open forum two days before elections.
- f. The elections will begin immediately after lunch, i.e. from 2.00 pm to allow enough time for voting process.
- g. Nominations will last one week and will start and end on the dates indicated by Election Committee. Late nominations will not be accepted. The election supervising body has the authority to extend nominations in case no nominees have been received for some departments.
- h. Any candidate who was nominated and wishes to withdraw



4. To coordinate social events such as outreach ministry, games, entertainment, and symposiums.
5. To involve students in planning and providing services during special events, including welcome week, hospitality day and graduation ceremonies.
6. To do all that may appear to be incidental, or conducive to the attainment of any or all of the above objectives.

#### **ARTICLE V: MEMBERSHIP OF THE STUDENT BODY**

1. All full-time students enrolled in KIST Programmes
2. All part-time students enrolled in KIST Programmes
3. All those who have paid Student Council fees
4. One must be a member of Student Body to become a member of Student Council

#### **ARTICLE VI: FUNCTIONS OF THE STUDENT BODY**

The functions of the Student Body shall be:

1. To elect a Student Council from among its members
2. To attend General meeting of the Student Body
3. To pass resolutions affecting the welfare of the Student Body
4. To participate in such activities as may be required by the school.
5. To promote/take part in activities aimed at spiritual growth, academic and social welfare of the students, such as:
  - a. Chapel worship
  - b. Discipleship group/meetings
  - c. Prayer meeting
  - d. Mission outreach
  - e. Sports
  - f. Projects
6. Appoint internal auditors from the members of the Student Body, and if necessary, external auditors, to audit the Student Council budget and treasurers' reports.
7. Determine the honorarium for outgoing executive council members, if any, with the approval of the Dean of Students.

#### **ARTICLE VII: THE STUDENT COUNCIL**

The Student Council shall be composed of the following:

and/or any of the actions prescribed in the section of this handbook dealing with "Disciplinary Action."

### **3.4 Class Attendance**

Attendance is expected in all classes. Class participation (hearing lectures and discussions, making notes, asking questions, making comments, and participating in other class activities) is deemed a significant part of a student's education in addition to the examinations, written papers, and practical ministry. Therefore, if a student **exceeds seven excused or unexcused absences**, the student will **not** earn credit for the course.

If a student is unable to attend class because of sickness, the student should obtain a written notice from the campus health clinic supervisor indicating that the student is to be excused from class for medical reasons. It is the student's responsibility to notify the faculty concerned.

If a student must miss class for reasons other than sickness, the student must follow this procedure **before** the absence occurs. The student will:

- ◆ Obtain the absence permission form from the Dean of Students.
- ◆ Obtain signatures from each lecturer whose class will be missed.
- ◆ Submit to the Dean of Students the completed absence form.

When an absence is excused, the student must make arrangements with the course lecturer to make up missed work. A lecturer is **not** obligated to provide make-up work for a class missed due to an unexcused absence.

### **3.5 Course Evaluation**

Student evaluation of courses provides an important means by which KIST and its faculty can measure the effectiveness of instruction. Because KIST emphasizes the importance of good teaching, faculty members will use the information obtained from the student course evaluations to develop, maintain, and improve instruction.

### **3.6 Final Examinations**

Final examinations are given in all courses at the end of each term. The examination closes the work of a particular course. Because of the value

of the final examination in bringing about a general view of the whole subject, a final examination must be given for every course. Dates for final examinations will be posted. All examinations are conducted according to the following procedure:

- ◆ Students are allowed only the following items into the examination room: pen, pencil, ruler, and rubber.
- ◆ Absolute silence is mandatory once students have entered the examination room. A student is quietly to look for the desk with his or her name on it. The desks are arranged with the names in alphabetical order. The invigilator's instructions should be followed carefully. Should a student require the help of an invigilator, he or she should raise a hand and wait quietly until attended to.
- ◆ Examination papers will be placed in front of the students, but they are not to turn the papers over to begin reading them until they are authorized to do so by the invigilator.
- ◆ Invigilators are **not** there to help students to understand examinations. The student, however, is free to raise his/her hand to ask invigilators for more papers, etc.
- ◆ Only one student may be permitted to leave the examination room at any one time for the toilet.
- ◆ A maximum of three hours shall be available for each final examination.
- ◆ When a student has completed the examination, he or she is to stand quietly and take the completed examination papers to the designated table before leaving the room with his or her personal items.

### **3.7 Academic Probation**

To remain in academic good standing, a student must maintain a cumulative GPA of 2.00 or higher. Any student with a cumulative GPA below 2.00 will be warned and placed on academic probation. A student placed on academic probation shall be required to read and sign a state-

return in Power and Glory (Luke 1:32-33; John 1:1-4; 1 Timothy 2:5-6; 6:13-16).

- ◆ In the Holy Spirit – the third Person in the Godhead – He indwells every believer upon conversion and enables the believer through a definite second work of grace subsequent to regeneration to live a holy life, to witness in power, and to work for the Lord Jesus Christ (Acts 1:8; 5:3-4; Matthew 28:19; John 15:15-17).
- ◆ That man was made in the image of God and sinless. By choice man fell out of favor into sin. In God's mercy, salvation comes to every lost and sinful person freely and simply by faith in Jesus Christ who shed His blood for sin (Genesis. 1:26-28; 3:1-21; John 1:11-13; 1 Corinthians 12:13).
- ◆ That all believers in Jesus Christ are One Body, the Church, of which Christ is the Head (1 Corinthians 12:13; Ephesians 2:14-22).
- ◆ That the bodily resurrection of all the dead will take place some day. Believers in Christ will rise unto everlasting blessedness while unbelievers will rise unto judgment and everlasting punishment (Revelation 20:11-15; 2 Corinthians 5:9-10).
- ◆ In the personal existence of Satan, whose intention is to supplant (oppose) God and frustrate His people. Satan's ultimate end is consignment to eternal punishment.

### **ARTICLE III: VISION**

The vision of the KIST Student Council is to be a reputable administrative unit, which will help in fostering and preparing men and women socially, spiritually, and academically for the ministry of the church.

### **ARTICLE IV: AIMS AND OBJECTIVES**

The objectives of KIST Student Council shall be:

1. To promote spiritual growth and social welfare among students.
2. To promote academic development of the students
3. To maintain warm relationships between students, faculty & staff.

# **KIMA INTERNATIONAL SCHOOL OF THEOLOGY**

**P.O.BOX 75, MASENO KENYA**

## **CONSTITUTION OF STUDENT ORGANIZATION**

### **PREAMBLE**

In order to facilitate and enrich student's life at Kima International School of Theology, this constitution, is to defend and protect the right of the students in a way which does not violate the rights of any person at school. Through this constitution, the students shall be mindful of the need for a harmonious relationship between the faculty, administration and the subordinate staff at large. It is believed that this is possible through the guidance and direction of the Holy Spirit and by God's Grace.

### **ARTICLE I: NAME**

The name of the organization shall be called Kima International School of Theology Students Council.

### **ARTICLE II: STATEMENT OF FAITH**

Being a body serving under a major body, the statement of faith, is the official KIST statement.

It states:

We strongly, deliberately and unconditionally believe:

- ◆ In the divine inspiration and infallibility of the Holy Scripture (2 Timothy 3:16-17; 2 Peter 1:20-21).
- ◆ In one God eternally self-existent in three persons: Father, Son and Holy Spirit (Deuteronomy 6:4-5; Matthew 28:19).
- ◆ In Jesus Christ – Savior and Lord. We believe in His virgin birth (Isaiah 7:14; Luke 1:26-38), His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His future personal

ment acknowledging that he or she must either raise his or her cumulative GPA to the required level in the subsequent term or discontinue studies in the programme. A student placed on academic probation will meet with his or her advisor on a monthly basis for consultation and advice. Further, the student will not be permitted to enroll for more than 12 credit hours concurrently. A student who remains under academic probation for two consecutive terms shall be discontinued from the programme.

### **3.8 Remediation**

KIST maintains with its faculty and administration a policy of providing a remediation programme for any student whose grade in a course is D or below. Advisors will guide students in the procedure for remediation.

### **3.7 Withdrawal**

A student wishing to withdraw from the college must follow the procedure given below:

- ◆ Meet with the Academic Advisor to pick up a withdrawal form and discuss the reason for withdrawing .
- ◆ Meet with the Academic Dean to discuss the reason for withdrawing.
- ◆ Return textbooks and other library books to the Librarian.
- ◆ Clear with the Store, the Dormitory, the Health Clinic Supervisor, the Dining Hall, the Computer Center, and the Chaplain.
- ◆ Contact the Director of Finance to determine the status of financial standing with the College.
- ◆ College keys, the identification card and other College property should be returned to the Dean of Students. The Dean of Students will then sign the withdrawal form and clear the student for withdrawal.

Students withdrawing without following this procedure are considered to be "in poor standing." A withdrawal may jeopardize the student's ability to transfer to, or take courses at other educational institutions.

### **3.9 Withdrawal from a Programme of Study**

A student is withdrawn from a programme of study if the student's record shows no subject activity for 18 months or two academic years.

## **SECTION 4**

# **Financial Information**

### **4.1 Payment of Fees**

No student having unpaid fees or fines shall be permitted to register until the account is paid in full or alternative financial arrangements have been made with the Finance Officer and/or the Principal.

If a student withdraws from the college, the College Business Office may adjust the charges based upon the withdrawal date and the KIST Refund Policy.

### **4.2 Financial Aid and Scholarships**

When funds are available as provided by the generosity of many faithful Christians, KIST is able to assist needy students in financing their education. Financial assistance is provided in the form of scholarships and work study.

## **Appendix I**

### **CONSTITUTION OF STUDENT**

### **ORGANIZATION**

**Prepared by: Student council 2006-2007**

**Revised: August, 2013**

## 6.1 Warning

KIST may issue a Warning to a student. A Warning is a written statement telling a student that if he or she continues to behave in an unsatisfactory way, he or she may face severe disciplinary action. The final decision to issue a Warning is the responsibility of the Principal.

## 6.2 Disciplinary Probation

KIST may place a student on disciplinary probation for a specified period of time. Disciplinary probation may include the loss of privileges or eligibility to participate in Student Body leadership. The minimal probationary period is one term. The final decision to place a student on disciplinary probation is the responsibility of the Principal.

## 6.3 Suspension

KIST may suspend a student for a specified length of time, after which a student is allowed to return to the college. A suspended student may not visit the campus without the permission of the Principal. The final decision to suspend is the responsibility of the Principal.

## 6.4 Dismissal

KIST may dismiss a student. A dismissed student loses the privilege of attending KIST and is permanently separated from the college. A student who is dismissed may not visit the campus without the permission of the Principal. The final decision to dismiss is the responsibility of the Board of Governors.

## SECTION 7

# Changes and Amendments

All policies and procedures defined in this Handbook are subject to change by the Principal, the Administrative Council, or the Board of Governors at any time. Students shall be informed of any changes in this document.

## SECTION 5

# Student Services

## 5.1 Orientation

Orientation, a series of meetings with first year students, takes place in the first week of the first term. Orientation helps first-year and transfer students to become active participants in the KIST learning experience. Through presentations from various departments within the college, students take care of important tasks before they begin classes. They also learn how to integrate academic and social aspects of life at KIST. The Student Body gets the opportunity to welcome and support new students by appointing returning students to serve as orientation programme assistants.

## 5.2 Academic Advising

Academic advising is vital to student success. All students are assigned to academic advisors who assist their students in selecting appropriate courses and interpret for them the academic policies and procedures. The advisors assist students in shaping their educational experience to meet specific academic and ministry goals. Students are responsible for the educational choices they make, both short and long term, but academic advisors provide a supportive environment as students make those choices.

Academic advisors function throughout the academic year, and students are encouraged to meet with them as often as necessary. Advisors are important contacts for recommendations for internships, graduate schools, and employment.

All faculty members maintain regular office hours per week in order to be available to students.

## 5.3 Counseling

The Chaplain provides free counseling services to all students currently enrolled at KIST. Appointments can be made for this service during regu-

lar office hours. After-hours crisis services are available. Counseling is confidential, and the Chaplain's records are kept separate from academic records.

#### **5.4 Medical**

The College Health Clinic partners with students to encourage personal responsibility for their well-being by providing primary health care and education in a confidential, professional, and collaborative manner. The Campus Health Supervisor or Nurse oversees the clinic. Critical, complicated or emergency cases are referred to a medical doctor and/or hospital.

Students are responsible for their own medical expenses. A medical deposit is required of each student to provide for emergency medical needs. Any amount of the deposit used during a term must be replaced at the beginning of the following term.

#### **5.5 Food**

Breakfast, lunch and dinner are served in the college dining hall. Please note that we do not offer special diets; individuals with dietary problems will be required to make their own arrangement off campus. Food is not allowed in the dorms, as it attracts insects and rodents that transmit disease.

#### **5.6 Hekima Library**

The principal goal of KIST Library, known as Hekima Library, is to support research, study and instruction.

The library staff offers Library Orientation to all new students to provide them with lifelong learning skills that will enable them to find, use, and evaluate information in all formats. The library also provides personalized reference service.

mission of the college. The group should also provide names and signatures for at least 8 interested students and a committed fulltime faculty/staff advisor. Approved student organizations will be allowed to use campus facilities for meetings.

#### **5.13 Games and Recreation**

Students are encouraged to participate in games and other forms of physical exercise. Regular periods are set aside each week for games and recreation. Participation in intramural and inter-collegiate competition is also encouraged. The Student Council will plan and supervise such events.

#### **5.14 Campus Security**

The Deputy Principal provides KIST students, employees, and visitors with a safe and secure environment for learning and personal development. Campus patrols are provided 24 hours a day, seven days a week.

## **SECTION 6**

### **Disciplinary Action**

Kima International School of Theology may take any of the following disciplinary actions if a student is found responsible for violating the Code of Conduct or any rules or regulations prescribed in this handbook.

### **5.12.1 Room Assignments**

The Office of the Dean of Students reserves the right to make room assignments and to change those assignments from time to time for reasons including the consolidation of space, maintenance, personal safety, or health-related issues. Preference for room assignments will be given to full-time students registered for 12 or more credits.

Food, cooking, and water heating equipment are not permitted in residence hall rooms. This firm policy stems from several considerations, including health and safety, building sanitation and pest control, fire hazard, odor control, and respect for other hall residents.

All residence halls are closed during official College holidays. All residents must vacate their rooms by 5:00 p.m. on the last day posted by the Dean of Students. Under special circumstances, the Dean of Students will make arrangements for those resident students who will experience severe hardships by this closing. Students should note that the room fees cover the costs of housing only when the College is in session. An additional fee will be charged on a per-night basis to students in College housing over holiday periods.

Students are encouraged to remove all of their valuable personal property when leaving for holidays. The College is not responsible for items lost or stolen from the halls during holiday periods.

### **5.12.2 Resident Assistants**

The Residence Prefect is a student selected to assist in the daily management of the residence hall. Residence Prefects work closely with the Campus Manager, the Dean of Students, and the Chairperson of the Student Council to maintain a clean, safe living environment within each residence hall.

### **5.12.3 Student Organizations (Clubs)**

Students interested in forming an organization should submit an application to the Dean of Students. On this application, interested groups need to describe how the prospective group will contribute to the educational

The library is open during the academic year. Library hours are posted on the library notice board.

The loan period generally is two weeks for students and 12 weeks for staff. Overdue fines are Kshs.10.00 per day per book. Students are responsible for any materials they check out. Library materials should not be loaned to other persons. Any damage to library materials will be the responsibility of the person to whom the material is checked out. Students will be fined for any lost or damaged book.

To preserve the library materials and furnishings, food and drink are prohibited within the library.

Talking on mobile telephones is prohibited within the library. Mobile telephones should be turned off or on vibrate when entering the library, but they must be answered outside the library. Telephone charging is not permitted in the library.

All bags and jackets and other containers taken into the Library are subject to inspection.

Mutilation or theft of any library property is a violation of the KIST Code of Conduct. Violators are not only liable to disciplinary action, but they are also liable to criminal charges as defined in the Laws of Kenya.

## **5.7 Computer Center**

A computer laboratory is located in the New Life Computer Center on campus. The lab is equipped with both PCs and printers. Qualified computer instructors provide instruction to students and staff regarding the use of a wide variety of computer application packages. The use of computer equipment is subject to the following terms and conditions:

- ◆ Use of computers is limited to academic purposes only.
- ◆ Any attempt to interrupt or damage the operation of any of the systems shall result in the termination of the user's access and appropriate disciplinary action.

- ◆ No material should be placed on the systems or retrieved from the systems without the permission of the Director of the Computer Center. The computers are equipped with software that clears document files each night. Users should be aware that it is a criminal offense to copy any software protected by copyright.

## 5.8 Chapel

Chapel services are held every Tuesday and Thursday at 11:50 am – 1:00 pm for the campus community to worship, pray, and meditate upon God’s Word. Throughout the academic year all parts of the college community are involved in leading the services. Students and staff take chapel services as an indispensable opportunity for spiritual growth.

Special spiritual emphases weeks are held three times a year with focus on revival in the first term, holiness in the second term, and missions and evangelism in the third term.

All students, library and administrative staff, and faculty members are required to attend chapel services.

## 5.9 Mentorship Programme

Every Wednesday, at 11:50 AM, students meet for one hour with faculty members and/or staff in small mentorship groups. The purpose of each group is to:

- ◆ foster a caring, sharing, and accountable relationship between a faculty or staff member (mentor) and a small group of students (protégés);
- ◆ provide a working model of cell group strategy for students to follow in their own ministries in which they will be able to mentor and disciple other persons;
- ◆ help students integrate the knowledge they receive from class instruction into their own spiritual lives in practical ways;

- ◆ help students and staff reflect on their personal relationship with God, with the intent of stimulating their spiritual growth.

All students (and faculty members assigned as mentors) are required to attend and participate in the Mentorship Programme.

## 5.10 Christian Ministry in Action (CMIA)

Each student is required to participate in the programme **Christian Ministry in Action** (CMIA). The CMIA programme provides students with opportunities to practice acquired ministry skills and to observe the dynamics of Christian ministry in a local church or school. CMIA placements are made at the beginning of each term and are viewed as an integral part of a student’s education at KIST. Student’s performance in CMIA is assessed through regular evaluations from faculty members and host supervisors.

All students are required to participate in the Christian Ministry in Action programme.

## 5.11 Bicycle Ministry

To assist students in performance of CMIA ministries, generous donors have provided KIST with a number of bicycles to be used for CMIA transport. If in need of a bicycle, contact the Dean of Students or the Chaplain for information.

## 5.12 Housing

The Dean of Students assists students in addressing issues of concern, and understanding and following the policies and procedures of the college. He or she also makes dormitory assignments and advises the Student Council.