



**Student Handbook of Concordia Theological Seminary in Hong Kong**

香港路德會協同神學院學生手冊

Endorsed by the Seminary Board of Control

由神學院董事會認可

on 19 November 2019

**Article 1: Student Admission 學生入學**

1.1. The admission of students to degree programmes offered by CTS and to the Colloquium Programme is based on the regulations found in the CTS Catalogue which is posted on the official website of the Seminary.

學生入讀協同神學院提供之學位課程或銓敘課程，乃根據協同神學院官方網站所上載的概覽上所列明之規定。

1.2. A candidate must have a sufficient educational background (as specified in the CTS Catalogue) and a letter of recommendation from his or her church. In the case of candidates who have already earned theological degrees, transcripts of their previous theological studies shall be provided as well.

申請者必須具備足夠的教育背景(如協同神學院概覽上所表明)及其堂會的推薦信。申請者若已取得神學學位，亦應繳交其讀過的神學課程之成績單。

1.3. An interview with CTS Dean of Studies is required too. Candidates without an Associate Degree in Christian Ministry or without a B. Th. degree shall take the entrance examination.

申請者須與教務長進行面試，沒有神學學士或基督教副學士學位的申請者亦須進行入學試。

1.4. On the completion of the process of admission, a student who is admitted to one of the degree programmes or to the Colloquium Programme, receives a letter of admission issued by the CTS Dean of Studies which is also contained in his or her student file.

入學程序完成後，獲接納修讀學位課程或銓敘課程的學生將收到由教務長所發的入學通知書，此通知書將收納在學生檔案裏。

1.5. The letter of admission determines the number of credits which must be earned by a student to complete his or her programme. Preferably, the letter of admission also designates certain courses as mandatory for a student in accordance with the regulations found in the CTS Catalogue and in consideration of the courses taken by the student in his or her previous theological studies (if any).

入學通知書內列明學生修畢課程所需取得的學分，亦清楚列明哪些學科為必修科，乃按照協同神學院概覽的規定，根據學生以往所讀過神學學位(如有)來決定。

**Article 2: Schedule and Curriculum 時間表及課程**

2.1. The CTS Office publishes an official schedule for the forthcoming quarter in advance. The schedule is prepared and endorsed by the CTS Dean of Studies and is available on the official website of the Seminary.

院務處會預先印製下一季的課程時間表，其乃受教務長批准並於神學院的官方網頁公佈。



2.2. The curriculum, including a general division of courses into mandatory and non-mandatory, and including Colloquium Programme arrangements, is contained in the CTS Catalogue.

課程細節，包括必修科目及非必修課目一覽表，以及銓敘課程的安排，都在神學院概覽中列明。

### **Article 3: Student Enrolment / Registration 學生報讀 / 註冊**

3.1. When the schedule is announced, students shall approach the CTS Office in order to enrol in the specific course(s), considering which course(s) was / were designated as mandatory for them.

課程公佈後，學生應與校務處聯絡，以報讀所選修之學科，尤其要留意哪些學科表明是必修科。

3.2. In principle, students are not permitted to take the same course twice for credit.

原則上，學生不得重複報讀同一學科來取得學分。

### **Article 4: Transcripts 成績單**

4.1. All courses taken by CTS students are recorded in their transcripts which are prepared and updated by the CTS Office and approved by the CTS Dean of Studies.

協同神學院學生所修讀過的各學科皆記錄在成績單上，其由院務處預備及定期更新，並得教務長批准。

4.2. Students can approach the CTS Office and ask for their updated transcripts.

學生可向院務處索取更新的成績單。

### **Article 5: Fieldwork Education 實習**

5.1. At CTS, fieldwork education is managed by the CTS Director of Fieldwork Education, whereas the fieldwork education regulations are contained in the CTS Catalogue.

在協同神學院實習乃由實習教育主任所安排，有關實習的細則已在協同神學院概覽列明。

5.2. In principle, the letter of admission informs a student whether he or she would need to take fieldwork education at CTS or is exempt from it.

原則上，入學通知書已註明學生有需要於協同神學院進行實習，還是可獲豁免。



### Article 6: Student Absenteeism 學生缺課

6.1. The following attendance regulations are effective at CTS from 1 January 2016:

以下出席規定由 2016 年 1 月起生效:

A Number of Classes Missed [10 class course] 缺課日數	Ramifications 後果	A Possible Impact on the Final Grade 對等第可能造成之影響
1 to 3	Permissible although a reason should be provided and documented if possible (e. g., family emergency, sick leave) 情有可原，惟學生宜提供充分理由，以便記錄在案(例如家庭突發事件，病假)	Determined by a professor 由教授決定
4	A student must consult a professor to seek a special arrangement (an extra assignment, for instance) 學生應詢問教授，尋求解決方案(例如額外功課)	one alphabetic grade lower (e. g., B instead of A) 等第降一整級(例如由 A 降至 B)
5	A student must be considered ineligible to earn any credits in that course. 學生損失取得任何學分的資格	The course must be graded "I" and no credits are granted. 等第表明為「I」(未完成)

### Article 7: Class Cancellation / Postponement 課堂取消 / 延期

7.1. At CTS, classes are cancelled or postponed only in extraordinary circumstances. In the case of cancellation of a class, the possibility of a substitute class will be discussed with students and a professor.

在協同神學院，惟有在特殊情況下，課堂方會取消或延期。取消課堂的話，學生與教授可商討是否補課。

### Article 8: Bad Weather Arrangements 惡劣天氣安排

8.1. CTS follows the regulations adopted by the Hong Kong Education Bureau as far as bad weather arrangements are concerned.

協同神學院乃根據香港教育局有關惡劣天氣的指引。

### Article 9: Tuition 學費

9.1. The tuition scale for students taking courses for credit and for auditors is announced and updated by the CTS Office in accordance with the decisions of the Seminary Board of Control in this regard.

學生修科和旁聽的收費由院務處根據神學院董事會的決定公佈，並定期更新。

9.2. The tuition paid by a student who enrolls in a course should be paid in cash, by cheque or by bank transfer before the course starts and in principle, it is non-refundable.

學生的課堂費用可以用現金、支票或以轉賬方式於課堂開課前支付，一經收取不得退還。



### Article 10: Scholarships and Sponsorships 獎學金及助學金

10.1. Scholarships and sponsorships available to CTS students are administered by the Lutheran Church Hong Kong Synod and therefore, they are not regulated in the Student Handbook.

協同神學院學生可申請獎學金及助學金，其由香港路德會監管，故不在學生手冊上說明。

### Article 11: Spiritual Life 屬靈生命

11.1. Every class begins with a prayer or a short devotion. Special devotional activities or retreat camps can be arranged by CTS in collaboration with the Student Union, depending on needs and circumstances.

每一課堂乃以祈禱或簡短敬拜作始，協同神學院亦與學生會合作安排特別敬拜活動或退修營，乃視乎需要和情況。

### Article 12: Student Union 學生會

12.1. All CTS students are encouraged to join the Student Union which operates at CTS freely and which has its own regulations.

協同神學院鼓勵全體學生加入學生會，學生會乃在其自定規則下自由運作。

### Article 13: Student Conduct and Disciplinary Measures 學生操守及懲處措施

13.1. CTS is a Christian institution which embraces Christian values and expects its students, its Faculty and its Staff to do likewise. In the case of a student's misconduct, the CTS President, Vice-President and Dean of Studies will take disciplinary measures to address such an issue.

協同神學院為基督教機構，高舉基督教價值觀，故期望學生及全體教職員同心合意，倘若有學生出現操守問題，院長、副院長及教務長會針對問題採取懲處措施。

13.2. If the case warrants expulsion from the Seminary, CTS Core Faculty must be engaged and shall study the case in order to make a final decision which ought to be communicated to the student in writing.

倘若個案足以開除學生，協同神學院核心教學團隊必須一同參與研究個案，並以書面形式向學生交代結果。

13.3 CTS complies with the Equal Opportunities Commission guidelines.<sup>1</sup>

香港路德會協同神學院順應平等機會委員會指引。

### Article 14: Academic Integrity 學術廉正

14.1. CTS treasures and promotes academic integrity among its students. Violation of academic integrity, such as plagiarism or cheating in a test or in an examination, can result in a student failing a particular course and may entail further disciplinary measures.

協同神學院珍惜並鼓勵學生在學術上保持廉正，任何違反學術廉正的事，包括抄襲，測驗或考試作弊，將令學生所讀學科成績不合格，並承受進一步的處分。

<sup>1</sup> <https://www.eoc.org.hk/eoc/graphicsfolder/showcontent.aspx?content=questions%20and%20answers%20on%20preventing%20sexual%20harassment%20in%20schools>



### Article 15: Language Policy 語言政策

15.1. At CTS, some courses are taught in Cantonese, while some are taught in English. The Seminary provides no Cantonese interpretation when a course is delivered in English.

在協同神學院，學科會以中文或英文任教，而以英語授課的學科並不會提供粵語傳譯。

15.2. CTS students shall work adequately in both languages in order to serve effectively in the context of the local and global church.

協同神學院學生應在雙語上努力，以求足以應付本地及世界教會處境的需要。

### Article 16: Digital Resources and Technology 數碼資源及科技

16.1. In some courses, students might be required to use a digital platform such as Google Classroom in order to receive homework assignments and submit them for the teacher's evaluation.

在某些學科，學生需要動用數碼平台，例如「谷歌教室」來接收及繳交功課，以便老師評分。

### Article 17: Grievance Procedure 投訴程序

17.1. A student can submit a complaint to the CTS President or to the CTS Dean of Studies about issues related to the service of CTS professors or CTS Staff.

學生有權向院長或教務長投訴神學院教授或職員的服務。

### Article 18: Students' Evaluation of Professors' Performance 學生對教授組員知評估

18.1. On the completion of every course, students shall evaluate professors by completing confidential (anonymous) evaluation forms which are distributed and collected by the CTS Office.

各學科完成後，學生會評估教授表現，以不記名方式填寫由教務長派發的評估表，填妥後交回院務處。

18.2. These confidential evaluation forms are collected and submitted for the perusal of CTS President and CTS Dean of Studies.

這些保密的評估表乃交由院長及教務長細閱。

18.3. Appropriate information is shared with individual Faculty members if necessary.

如有需要，有關資料會個別與教學團隊相關人士分享。