Graduate Student Handbook

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Introduction

The European Theological Seminary (ETS) is a co-educational, pre-service institution of academic and practical training for persons called by God to prepare for Christian ministry. The European Theological Seminary is an educational institution of the Church of God in Europe, a Pentecostal denomination that is represented in most countries in Europe as well as throughout the world. The international headquarters for the Church of God is in Cleveland, Tennessee (USA). Since 2007 a co-operation has existed with Lee University, Cleveland, TN: to offer graduate studies leading to Masters degrees in Pentecostal-Charismatic Theology and Marriage and Family Studies. Since 2018 the degrees have been accredited by Evalag and are accepted as German University degrees by the Wissenschaftsministerium Baden-Württemberg, as Weiterbildender Masters (Professional Training). The access requirements include at least a year of professional experience following the award of a Bachelor degree (EQF Level 6). As such, evidence of the work experience must be submitted with the application.

Lee University Mission Statement

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and master's levels. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

History

Lee University was founded in 1918 as a Bible Training College for the Church of God and is now a private, comprehensive university located in Cleveland, TN, in the foothills of the Appalachian Mountains. Over the past two decades, Lee has become one of the largest Christ-centered private institutions in Tennessee. During that period, the university has undergone a remarkable transformation that has included significant growth in academic programs, student enrollment, faculty expertise and diversity, as well as an expanded sense of mission and vision.

The European Theological Seminary, (formerly known as the European Bible Seminary), began training students from Germany and other German speaking countries in 1958. Since 1964 the seminary has trained students from Europe, and other parts of the world. From 1973 - 2002 the school was located in Rudersberg, near Schorndorf, but in the summer of 2002 moved to a new location in Kniebis, near Freudenstadt in the Black Forest.

Theological Commitment

As a Church of God educational institution, the European Theological Seminary is committed to the evangelical, Pentecostal position of its sponsoring denomination. We believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons; namely, the Father, Son and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary, that Jesus was crucified, buried, and raised from the dead, and that He ascended to heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded
5. of God for all, and necessary for forgiveness of sins.
6. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
7. In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.
8. Holiness to be God's standard of living for His people.
9. In the baptism with the Holy Ghost subsequent to a clean heart.
10. In speaking with other tongues as the Spirit gives utterance and that it is the initial
11. evidence of the baptism of the Holy Ghost.
12. In water baptism by immersion, and that all who repent should be baptized in the name of
13. the Father, and of the Son and the Holy Ghost.
14. That divine healing is provided for all in the atonement.
15. In the Lord's Supper and washing of the saints’ feet.
16. In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
17. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Purpose of the Handbook

The purpose of the Handbook is to make the graduate student aware that ETS is a seminary with residential students and to enable the student to be aware of his/her responsibilities and of life at the school. In the best interest of the school community some rules are absolutely necessary. The prospective graduate student of Lee University who expects to attend courses at ETS should be aware of the special atmosphere and be aware of this before making application.

Applicants to study in the Masters programs must do so on the official application form (see website), submit two academic references and one personal character reference, possess an accredited Bachelor degree (EQF Level 6), evidence of at least one year of work experience, and, in specific cases, may be required to submit a piece of academic writing. The application will be considered by a three member Admissions Committee at ETS. Special access: Any student not meeting the normal requirements may apply for special access in accordance with German university law, and will be referred to the program co-ordinators at Lee who may exercise discretion and sanction an acceptance on probation.

Graduate studies courses offered in conjunction with Lee University are aimed at mature students who have completed undergraduate education equivalent to a Bachelor degree (EQF Level 6) and desire advanced training for Leadership in Christian Ministries. In addition to giving each student a balanced exposure to biblical, historical, theological and/or psychological studies through the required courses, there is an emphasis on developing skills and competence in leadership preparation.

Via the ‘In-Service Model’ available at ETS, students are taking graduate courses, part-time, leading towards the Master of Arts, both 90 European Credit Transfer System (ECTS) hours**.** The courses are normally completed in three years but may be extended, to a maximum of six years. Part-time students are allowed to study 15 ECTS per semester. Marriage and Family Studies students should normally have completed undergraduate work in Counselling or Psychology, but Lee University enables students who have completed undergraduate degrees in other fields of study to access the programs. Students in Pentecostal Charismatic Theology should normally possess a Bachelor (EQF Level 6) in theology, but if the degree is in another field may be required to fulfill 4 courses (12 ECTS) of propedeutical studies, eg Systematic Theology, Church History, which may be studied during the year of work experience.

Life in the School Community

Upon admission to studies at ETS/Lee the applicant obligates himself/herself to keep the following school regulations. The Master courses are normally offered on campus. Accommodation in ETS may be possible depending on availability, otherwise there are alternatives available in the surrounding area.

1.1. School Life

The faculty, staff and students at ETS come from different cultural and family backgrounds. Consequently, everyone is expected to exercise reasonable tolerance towards others, and show courtesy, respect and good manners in all relationships. Only by exercising an attitude of openness, honesty, and mutual acceptance can our whole school community live together in a Christian atmosphere where everyone is interested in the welfare of the other.

1.2 Visas

Non-EU students may need to obtain a student visa but as the courses are offered part-time, graduate students form outside the EU may not register as a resident in Germany. Adequate health and liability insurance is important for all students. All accidents should be reported to the ETS office. First aid supplies are available from the box in the Post Room.

1.3 ID Cards

Student ID cards are available from the school office to students who provide their own photographs and pay a small fee. Students find these ID cards useful for many services which offer discount rates, such as travel, concerts and museums. They will also need them to check out books from the ETS library.

1.4. House Regulations

1.4.1 Quiet Time

Quiet time hours are enforced for all persons in the house during the following times:
23:00 - 7:00 hours. Non-resident students must be aware that the doors will be locked during this time.

1.4.2 Meals

Graduate students may register online for meals before each study week at ETS but note that all meals shall be eaten in the dining room, and no food removed from there. A bill for meals ordered will be presented at the end of the study week. No food or drinks are to be taken into the Classrooms, Reading Room, Chapel or Library.

1.4.3 Lifestyle Expectations

Graduate students will be expected to adhere to all of the rules and policies of ETS and Lee University while on campus which is a smoke-free, alcohol-free and drug free. Graduate students are expected to respect campus norms.

Sexual harassment, unwelcome sexual advances, extra- or premarital sexual conduct, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated on campus. Students who are subjected to harassment should promptly contact the Dean.

1.4.4 Fire Safety

Open flame fires, such as candles are not allowed in the dormitory areas or lounge areas. Fireworks are prohibited. Fire extinguishers are readily accessible on each floor of the building. Students should familiarize themselves with the fire escapes in case of emergency. A Fire Drill may be carried out without warning. In the event of fire all students and staff must evacuate the building immediately and assemble at the assembly point on the car park.

1.4.5 E-Mail and Internet Access

WLAN for emails and internet is available throughout the ETS campus. The password can be obtained from the main office. Students are expected to use the Internet legally and responsibly. Any violations of the law are the responsibility of the student.

1.4.6 School Secretary

The school secretary's office is open, according to the hours posted. There is a list, where requests can be written.

1.4.7 Change of Address, e-mail or telephone number

If you change postal address, e-mail address or telephone number please inform the ETS office immediately.

1.5 The Library

A collection of textbooks, reference works, treatises and magazines, is available for the students in both German and English. Library materials are kept in the Library, the Reading Room and the 1st Level Classroom. All reference books (which have yellow labels) may not be removed at any time. Books (which have white library codes) may be checked out of the Library. Students who are unfamiliar with ETS library regulations are requested to reach out to the ETS librarian for

assistance. A copying machine is also available to students for a fee. Each student is assigned a personal code at the start of the academic year, and must pre-pay for a set number of copies. Library users are obligated to keep the following library regulations.

Graduate Students may check out library material for the period up to the next intensive course, though not longer than three months. In normal cases the limit is five books or items. Materials can be checked for an additional month if no one has placed an order for the item or if another use for the item does not have priority. The Librarian can shorten the due date in special cases. Borrowed books must be returned to library personnel. All books and materials borrowed from the Library must be returned before a student is cleared for graduation.

1.5.1 Access to Other Libraries

Graduate students have access to the databases at the Squires Library, at Lee University. Access Information will be provided by the Lee University IT Department via E-Mail. If questions arise, the ETS librarian will assist. Also the nearby University of Tübingen library can be accessed as an external user.

1.5.2 Instructions for Using the Library

Those wishing to use the Library must keep to the following instructions.

- Only materials which have been catalogued may be utilized.
- The checking out and returning of materials can only be done with the assistance of library personnel, if students are not familiar with ETS library regulations. The removal of library materials without checking it out with the ID Card is not allowed. No exceptions.
- The Library and reading room will be open during the school year from 08.00 – 23.00, (although a librarian will not be continually on duty).
- Books which have been removed from the shelves should be replaced on the shelves by library personnel only. When finished, the books should be placed on the book cart. Any books taken from the reserved shelf must be returned to the reserve shelf.
- Magazines taken from the periodical shelf should be returned to the correct place.
- Library personnel are available at certain times to answer any questions.
- The library personnel work area is off-limits to the user.
- The Reading Room is for quiet study, so conversation is discouraged and considerate behavior is expected from everyone.
- On leaving the Library or Reading Room please remove all personal belongings.
- Books kept on reserve for courses currently being taught are stored on special shelves in the Library, and may only be removed for short periods, provided that the sign-out policy is observed.

1.5.3 Reproducing Materials

The making of photographs, photocopies, and scans from the library materials is permitted. However, the user is responsible for observing copyright laws. Students will receive a number for the copier and be responsible to pay for all copies made.

1.5.4 Fees

- The Library Registration fee of 100 € per year (this includes access on-line).
- For library materials returned too late, 1€ per day and book will be charged.

1.5.5 Violation of the Library Regulations

Readers who violate the library regulations can lose their library privileges temporarily or permanently.

1.6 Spiritual Life

During the study weeks graduate students will normally be able to attend Chapel Services and join the school community in the celebration of worship every Wednesday morning, or the Evening Prayer Meeting daily at 20.00. Students are encouraged to attend and participate in other prayer meetings as well. In the area of Spiritual Guidance students are encouraged to seek help as needed from faculty and staff members and the Campus Pastor.

1.7 Student Support Services

The House Manager is responsible for the provision of Student Services. All enquries relating to finances, fees and meals should be addressed to the office. Students' academic advising, academic queries and all questions of academic nature should be addressed first to the Registrar in the Dean's Office who will then inform the respective Dean of the program.

Graduate students may have access to the dining room at the appropriate times, the Fitness Room, the Student Center and may also use the Music Practice rooms. Attendance at Chapel services and prayer meetings is encouraged and spiritual guidance and counseling is also available. WLAN is available throughout the building.

1.8 Infractions against School Regulations

All students who complete the official application sign that they agree to the following:

- The education may be preparation for Christian ministry in an evangelical/pentecostal context.
- To abide by the school rules and recommendations as contained in the Catalog or Handbook.
- To co-operate and work together with fellow students, staff and faculty in an attitude that reflects the values and respect of a seminary community.
- To accept the financial obligations of the Seminary and pay all outstanding fees promptly.

1.9 Complaints Procedure

If a student has a complaint or grievance regarding the program, faculty, or fellow students, the student should submit a written complaint to the Academic Dean/Director of Graduate Studies of

ETS. In case the complaint is against the Academic Dean/Director of Graduate Studies of ETS, the complaint should be given to the Director of International Programs at Lee University. The complaint will be reviewed by the appropriate committee at the earliest opportunity. Depending on the nature of the issue, the committee may include members of the Faculty and Administration from one or both institutions — ETS and Lee University.

1.10 Changes to the Handbook

The school administration retains the right to change the regulations of the school (and therefore, the handbook). However, before these changes can be put into effect, the student body must be notified in due time. Students may also bring proposed changes with the following process:

- The suggested revision is first submitted to the student's class for discussion, revision and vote. The suggested change must have a majority vote of the class in order to go beyond this stage.
- The Class Speakers will bring the matter to the faculty and staff for their discussion.
- When a proposal also receives favorable hearing in this conference it can then made part of the Graduate Student Handbook.

Academic Life

2.1. Academic Programs

All required courses must be successfully completed, and a cumulative G.P.A. of 3.0 (B) or above must be attained for graduation. Each intensive course is worth 5 ECTS, but the pre-reading, attendance, paper writing etc. may be expected to take up 150 hours of actual time, shown in detail on the course syllabus.

A failed course must be re-taken the following year, or when it is offered again, and completed successfully. The only exception to this would be in the case of an elective, where another course could be chosen, but the normal course fee would apply.

2.1.1 Academic Year

The academic year at ETS begins on 1st September and runs to 30th June the following year. It is divided into two semesters. Without express agreement, all fees should be paid and course work should be completed before the start of the next semester.

2.1.2 Master Degree (3-year program)

There are two options for study at Master Degree level: MA Marriage and Family Studies and MA Pentecostal and Charismatic Theology, both of which are 90 ECTS courses. The MA has a 20 ECTS thesis component, with a 5 ECTS Research and Writing component preceding the 15 ECTS Thesis itself. Entry into postgraduate courses requires an accredited Bachelor degree (EQF Level 6). Masters courses are normally offered as one week intensives during the academic year, though part-time courses my be offered over one or even two months, as agreed by the tutor and the students. The official academic catalog for the Master degree programs is located at www.leeuniversity.edu.

2.1.3 Syllabus Distribution

The official syllabus for each course in the Master's Programs can be found in the Module Handbook on the website under https://kms.ets-kniebis.de/. All essential information concerning specific assignments, due dates, etc. shall be distributed to students on Moodle and via E-Mail at least four weeks before the respective intensive week.

2.2 Accreditation

Lee University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-

4500 for questions about the accreditation of Lee University. In Germany the degrees are accredited by Evalag, www.evalag.de.

2.3 Credit Transfer

Graduate students may apply for a maximum of 30 ECTS (normally two courses with a grade of B or better) achieved at another accredited college or university to be transferred to Lee University. Approval must be given by the ETS Academic Dean and Program Co-ordinator at Lee University.

2.4 Academic Calendar

The academic calendar for the next two years of the graduate program is published on the website and all efforts are put into ensuring that the course dates, titles and teachers are adhered to. Unavoidable changes to these dates or courses will be announced at the earliest opportunity and communicated to all registered students.

2.5 Record Keeping

Graduate Students of Lee University can have confidence in data protection. They will have their personal files stored at ETS in locked cupboards and on the server with restricted password access; This also applies to the Lee University campus where the information of the master students is sent. An individual student has the right of access to his/her grades through the on-line Portico system. Regarding the release of information to third parties, the privacy policy of the student's home country will be applied, except in cases of grave injustices and crimes.

2.6 Attendance Policy

Each student is expected to attend regularly and punctually all classes in which he/she is enrolled. Students are expected to participate fully in the class. Absence of more than one day of an intensive course would require the course to be retaken.

When a student is unable to attend class due to reasons beyond his/her control (e.g. illness, accident), the school should be notified immediately as to the reason for his absence and probable length of the absence. If the student notifies the school orally, he/she must provide a written statement upon return or within one week.

A leave of absence from classes is possible in individual, justified, exceptional cases. The recognized reasons for a leave of absence are important personal reasons (e.g. death in the immediate family; extreme illness in the student’s household).

2.7 Examination and Grading Policy

2.7.1 Grading System

The Lee University graduate programs use the following system of grading and quality points for all graduate-level courses. These letter grades are assigned grade point values as follows:

100-94	A	4.0 quality points	1
93-90	A-	3.7 quality points	1-
89.99-85	B+	3.3 quality points	2+
84.99-80	B	3.0 quality points	2
79.99-75	c+	2.7 quality points	3+
74.99-70	C	2.3 quality points	3
69.99-00.00	F	2.0 quality points	6

I	Indicates the student's work was incomplete
P	Passing Credit (no quality points)
IP	In Process
W	Student officially withdrew from the class without penalty

A grade of "I" indicates the student's work is incomplete. The grade becomes "F" if the work is not completed within six weeks after the end of the semester, unless a written extension has been approved by the Vice President for Academic Affairs. A grade of "I" is given only to students who encounter some personal difficulty such as a severe illness or an extreme family emergency near the end of the semester. The "I" grade is not given in order to allow students additional time to complete assignments.

A grade of "W" (withdrawal) is assigned to a student who, for any reason, officially withdraws or is withdrawn by the official semester date. This "W" is assigned without quality point penalty to the student.

The quality point system allows for a computing of the academic standing of the student by multiplying first the quality points obtained in a course by the respective number of semester hours of the respective course and then by dividing the total number of quality points obtained by the total semester hours attempted by the student. The grade point average will be based on the following scale: 4.0 - 3.5 excellent; 3.49 – 3.0 good; 2.99 -2.0 (average).

2.7.2 Grade Reviews and Academic Probation

Scholastic records of each student are reviewed at the end of each semester by the Dean. Students falling below the 3.0 GPA will be notified and may be placed on academic probation. Students who have not submitted all the required work at the end of the first academic year may be warned and

prevented from taking further classes until all outstanding work has been submitted.

2.7.3 Transcripts

A transcript of academic credits will be issued by the Office of Records upon written request of the student. Forms are available in the Office of Records or online at www.leeuniversity.edu (Current Students, “Request a Transcript”). By law, the transcript cannot be released until the office has received the student’s signature granting permission to release his/her record. If requesting a transcript to be sent to another institution or other authorized person or agency, an official transcript is required. Official transcripts cost 10€/$5 each. Requests for transcripts, diplomas, and/or verification of degrees will be fulfilled only when all the student’s financial obligations to the university are met.

2.7.4 Cheating and Plagiarism

As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others’ work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary; it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

2.7.5 Diploma

A diploma is conferred after the successful completion of all courses, thesis or examinations whether academic or practical. A student is cleared for Graduation when all fees have been paid, all Library materials returned and a cumulative G.P.A of 3.0 or above has been earned.

ETS will also supply a Diploma Supplement at graduation to indicate information as required by the European Quality Framework (EQF Level 7).

If requested, German speaking Graduates may receive documents such as transcript, diploma and diploma supplement in German as *Beglaubigte Kopien*.

2.7.6 Evaluation

Students are required to evaluate individual teachers before the end of each intensive course. These evaluations will be summarized and the teacher and Dean of the program informed.

Each individual course syllabus outlines the Learning Outcomes expected to be attained by students. These are examined annually by the Program Coordinator at Lee University against the

established Program Outcomes.

Financial Policies

3.1 Tuition Costs

Every attempt is made by the administration, faculty, and staff of the seminary to conserve costs in operating the school. Student contributions cover only about one-third of the student's educational expenses. For the remaining part the school operates mostly by offerings and gifts from members of the Church of God. The fee schedule published before the beginning of each year will be binding on each student. All of the tuition charged to the student's account is payable.

3.1.1 Tuition Discount

A discount is applied to the tuition of students who are members of the Church of God, the Church of God of Prophecy and to students who have completed their undergraduate studies at ETS.

3.2 Payment of Accounts

3.2.1. Schedule

Fees are due at the beginning of each semester, though graduate students may elect to pay within 30 days following each intensive course.

3.2.2. Deadline

Students must have their accounts paid in full before they may enroll for the next year. Students who cannot comply with this condition must make prior arrangements with the President.

3.2.3 Currence

All fees at ETS are charged in Euros. Since currency exchange rates fluctuate, the cost of school fees for those paying in foreign currencies may increase or decrease accordingly.

3.2.4. Mode of Payment

It is recommended to pay by bank transfer in Euros to the following account of the Church of God European Theological Seminary:

Volksbank eG im Kreis Freudenstadt
IBAN: DE55 6429 1010 0009 4910 15
BIC: GENODES1FDS

Payments may also be made in Euro by cash or credit card at ETS.

3.2.5 Time Limits - Registration Extension Fees and Thesis Submission

Graduate students who need to extend their studies beyond the normal three year period or who have completed all courses but have not submitted a final Thesis in the normal three year period must pay an annual Registration Extension Fee in the amount of € 500. A 20 ECTS thesis will be charged at the normal rate for a course.

Course work completed more than 10 years prior to admission is generally not accepted toward meeting degree requirements. The student has a maximum of six years from the date of admission to degree standing (and registration for course work) in which to complete the requirements for the master's degree. Refer to specific program sections within the catalog for detailed policies.

The Lee University graduate programs offered at ETS require a thesis as a demonstration of the student's research, writing and critical thinking skills. At ETS students writing a thesis must submit two hard-bound copies and an electronic copy on CD-Rom or via E-Mail, the submission date to be specified by the tutor.

3.2.6. Graduation Fee

A graduation fee of 100 € is payable by all graduates, whether or not they attend the graduation ceremony.

N.B. All accounts must be paid prior to enrollment for the following academic year. Diplomas or Certificates will not be handed out until all bills have been paid and all library materials returned. Transcripts will not be issued until all requirements have been fulfilled.

3.3 Refunds Policy

Students withdrawing from the Seminary, or an intensive course, may under certain conditions receive a refund from the tuition fees which they have paid in advance. The request has to be made **IN WRITING** within two weeks after the withdrawal. A pro rata adjustment of the fees will then be granted according to the following rules:

Tuition refunds will be based on the day of withdrawal:

a. during the first day of an intensive course 80 %

b. during the second day of an intensive course 60 %

c. during the third day of an intensive course 40 %

All fees charged to a student's account must be paid before any refunds can be made.