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.
