

STUDENT HANDBOOK

# Evangelical Theological Seminary

OSIJEK – CROATIA

2004 – 2005





## Dear Student

**A**t the beginning of this new school year, we are pleased to provide you with this Student Handbook. The purpose of the handbook is to help you know what is expected of you as a student and what you can expect from us as administration, faculty and staff. Our life together here at ETS has not only academic dimensions, but social and spiritual dimensions as well. The handbook sets forth basic guidelines and policies in all three of these areas which we believe will contribute to making your experience here a happy and fruitful one. Someone once wrote, "Good fences make good neighbors" – so do good guidelines. If you need further information or have questions about anything in this handbook, please feel free to come in and see us. We are ready to listen and to help if we can.

**Keith and Nancy Chrisman,  
Student Deans**

## INTRODUCING ETS...

**A**t ETS we are not merely an academic institution, but we are also a community. Both single and married students live on campus in newly refurbished dormitory rooms. We share meals together three times a day in the cafeteria and we all share in the responsibility of maintaining the campus through work assignments. Each student and boarder contributes twelve hours a week to various tasks. Students and staff come together, participate in chapel services as a way of growing together in the Lord. We also worship together in various local evangelical churches along with local Christians. All students are also involved in practical ministry training, which takes them to churches, orphanages, refugee camps, and other places. At ETS we learn to live together, study, work, worship and gain practical ministry experience in a variety of settings.

- ETS is a Christ-centered interdenominational and international community of students and scholars committed to an evangelical expression of Christian faith as described in the Lausanne Covenant.
- ETS has a rich history and has prepared more than 30 generations of students, most of whom are currently working in significant and pioneering ministries.
- ETS is committed to:
  - Academic Excellence;
  - Christian Spiritual Formation;
  - Relevance to Modern Society;
  - Multicultural Education;
  - Transdenominational Awareness.

## TABLE OF CONTENTS:

Introducing ETS .....	2
Academic Regulations .....	3
Examinations .....	4
Guidelines Regarding Basic Requirements .....	6
Grading Standards for Written Work .....	7
Penalties .....	7
Library .....	8
Disciplinary Procedures .....	9
Spiritual Life .....	10
Practical Ministries .....	11
House Rules .....	12
Daily Schedule and Academic Calendar 2004-2005 .....	15
ETS Administration and Resident Faculty .....	16

# ACADEMIC REGULATIONS

## ATTENDANCE

Students are required to attend class meetings of all courses. Absence from any class may be excused by the professor in charge, provided the student presents, in writing, an acceptable reason for being absent and makes up the work missed to the satisfaction of the lecturer. Unexcused absences from classes may affect final course grade. Excessive absences will result in failing the course. (Each lecturer enforces his or her own rule within these frames).

If you have to leave lectures you must speak with the lecturer. If you are going to be absent for one or two days, you have to speak with the Academic Dean. If more leave is necessary, present a petition for official permission to the Board of Administration.

## TRANSITION TO THIRD YEAR

A student will be allowed to proceed from second to third year of study if his or her GPA is at least 3.5 for native Croatian and English speakers, and 3.0 for all others. The grades obtained in English count in determining GPA. Students proceeding from second to third year must also have satisfactorily completed elementary Greek and Hebrew and demonstrate English language proficiency at the TOEFL level of at least 450.



## GRADING

Marks for work will follow the Croatian five point system:

<i>Mark</i>	<i>Meaning</i>	<i>Frequency</i>	<i>Comparative American Grade</i>
5	exceptional work,	very rare	A
4	very good work,	rare	B
3	good work,	average	C
2	passing work,	rare	D
1	failing work,	very rare	F

Faculty stipulates when work is due for assessment – either at the end of the module or at the end of the term. Except when there are compelling reasons to grant extensions, work must be turned in by the due date. Professors are required to mark late work (up to one month) down by one grade if no extension has been granted.

## GRADUATION REQUIREMENTS

Students desiring to graduate with a Bachelor degree must complete a total of 160 semester hours of study and must maintain an overall average grade of not less than 3.0 (Croatian grading system) to be eligible for graduation.

## ACADEMIC SEMESTERS

The academic year at the Evangelical Theological Seminary is divided into two semesters of 15 weeks each. The last week of each semester is reserved for exams which were not taken during the semester. There are three breaks during the academic year: Christmas – three weeks; Easter – one week and the summer holiday. On National Holidays there are no classes.

## EXAMINATIONS

---

### EXAMINATION

Final examinations must be taken at the time announced by the lecturer. Rescheduling will be granted only for substantial reasons and only with the concurrence of the course professor.

Computers or any other written materials are not allowed in the classrooms while students are taking course examinations. This decision was adopted for reasons of fairness to all students and to ensure security of the examination process.

Declining to take an exam after having looked at the exam questions counts as a failing grade.

### POSTPONEMENT OF EXAMS

Permission to postpone an exam can be given only on Thursday of the previous week by the lecturer of the course, if this does not conflict with another academic activity. For this, the lecturer needs to consult the Academic Dean.

If the lecturer has left, permission to postpone an exam may be given only on Thursday of the week before the scheduled day of the exam upon the submission of a written request to the Academic Dean. The Academic Dean reserves the right not to explain his decision to the students. The decision of the Academic Dean has priority over that of the lecturer, resident or non-resident.

### NUMBER OF EXAMS TO BE CARRIED OVER IN THE NEXT YEAR AND IMPLICATIONS

A student will normally not be admitted to a higher year with three or more outstanding exams save in exceptional circumstances and with a written explanation and request.

All outstanding exams transferred from the previous academic year have to be passed by the third week of June. The deadline for meeting this requirement is Friday of the last week in September.

No exams will be permitted to be carried over into the year following the next. The missed year will have to be taken non-residentially, i.e. staying at home and traveling to ETS only for the purpose of taking exams.

### LECTURER'S SIGNATURE PROCEDURE

The lecturer gives the first signature in the index upon the completion of the classes. He may decline to give it, if the student has not fulfilled the requirements of the professor (class assignments not turned in, coming late to class, unexcused absences). At his discretion, the lecturer may also penalize the student by lowering the grade. The lecturer gives the second signature in the index upon the completion of all course requirements (papers, exam, and other assignments). If the visiting lecturer is unable to sign the index, the Academic Dean can sign it instead.

A course entered in the index, but lacking one or two signatures constitutes an outstanding course and will be included in total number of outstanding courses at the end of the academic year.



## RETAKE EXAMS, MAKE-UP EXAMS, MISSED EXAMS

If students are not satisfied with the grade of their exam or with the final grade of the course, they must inform the lecturer and the Academic Dean about their intention to retake the exam within 24 hours after the grade has been announced. The exam will be substantially different from the previous one and will cover the whole course. Bear in mind the following regulations regarding upgrading:

If the original exam grade is:

- 1 or 2, the final grade may not be higher than 3;
- 3, the final grade may not be higher than 4;
- 4, the final grade may be 5.

The student must inform the lecturer and the Academic Dean or his assistant about their intention to retake the missed exam when announced. In order to do that they will fill in the form "Prijava za ispit" and give it to the Academic Dean's assistant. The forms may be obtained from the Registrar. Students who have not submitted the form properly will not be allowed to take the exam.

These exams will be normally taken only during three appointed periods a year. Exceptions are colloquiums and short examinations, which need to be passed in order to make progress with the course. The periods are as followed:

- first week of February;
- week before graduation;
- last week of September.

Visiting faculty will be asked to prepare a second exam to be administered in one of the periods. Unexcused absence from the exam constitutes a failure in the exam. A student may take each exam three times. The third exam is taken before the ETS faculty commission.

## APPEALS

Academic actions can be appealed to appropriate Academic authorities. Appeals are taken to be good-faith actions that request reexamination of academic decisions. All appeals must be made within the limited time frames depending upon the action being appealed.

## ACADEMIC TRANSCRIPTS

All requests for academic transcripts must be made in writing to the Registrar's Office. Official transcripts bearing the seal of the Seminary will be forwarded directly to the appropriate institution or issued to the student in a sealed envelope. Unofficial transcripts will be faxed or issued directly to the student. Transcripts will not be released to currently enrolled students and former students who have not paid their seminary bills in full.

## EXTENSION FOR LATE COURSEWORK

The intention of the extension policy is not for the purpose of allowing students an opportunity to achieve higher grades, nor to make allowances for mismanaged time. It is to grant additional time for those students who face some unforeseen circumstances, such as illness or other extenuating event, within the course of the semester. Arrangements for submission of late work are made between the student and professor.

## WITHDRAWAL FROM ETS

A student considering withdrawal from ETS is asked to counsel with the Academic Dean. He may be in position to make suggestions, which will enable a student to remain in school. In case of a decision to withdraw from the Seminary, the student must complete the withdrawal process and turn the completed withdrawal form in to the Registrar's Office. Otherwise the student will forfeit the right to honorable dismissal and possible refunds.

## GUIDELINES REGARDING BASIC REQUIREMENTS FOR 2-SEMESTER HOUR COURSES FOR BACHELOR OF THEOLOGY DEGREE

---

### First and Second year of Study

Reading: 250-300 pages

Writing: 5-7 page research paper plus objective knowledge test

OR 10 page research paper plus 5 page book review

OR assignment project plus 5-7 page research paper plus objective knowledge test

### Third and Fourth year of Study

Reading: 400-500 pages

Writing: 10 page research paper plus written or oral examination

OR 15 page research paper plus 7-8 page book review

OR assignment project plus 7 page research paper plus written or oral examination

OR 15 page research paper plus 5-7 page book review plus written or oral examination

**Note:** Some slight variations of the assignments in relation to the nature of the course are possible. Readings should be assigned early in the week so that the students may complete them by the end of the week. Lecturers are kindly asked to provide alternative exam and leave it with the Academic Dean.

## GUIDELINES REGARDING BASIC REQUIREMENTS FOR TWO-SEMESTER HOUR INDEPENDENT STUDY COURSES

---

### GENERAL GUIDELINES:

- All Independent Study Courses must have *prior written approval of Academic Office*.
- All Independent Study Courses need 3 consultations:
  - 1<sup>st</sup> with Academic Dean for approval of Course and Mentor;
  - 2<sup>nd</sup> with Mentor for approval of Topic and Reading List;
  - 3<sup>rd</sup> with Mentor for Evaluation.

### SPECIFIC GUIDELINES FOR INDEPENDENT STUDY COURSES:

#### First and Second year of Study

Reading: 350-400 pages

Writing: Reading reports plus 10 page research paper plus written or oral examination

OR reading reports plus 10 page research paper plus 5-7 page book review

OR reading reports plus 5-7 page research paper plus 5 page book review plus written or oral examination

#### Third and Fourth year of Study

Reading: 600-700 pages

Writing: Reading reports plus 10-12 page research paper plus written or oral examination

OR reading reports plus 15 page research paper plus 8-10 pages book review

OR reading reports plus 10 page research paper plus 5-7 pages book review plus written or oral examination

**Note:** Some slight variations of the assignments in relation to the nature of the course are possible.



## GRADING CRITERIA FOR WRITTEN WORK

---

Marks are determined according to the following criteria, adaptable for various types of assignments and fields of study:

*Understanding of the Topic* –its significance, the facts, the issues involved, the diversity of positions held

*Ability to Represent the Arguments* –correct presentation of various scholars' arguments and conclusions

*Ability to Integrate Material or Fields of Study and Think Creatively* –with particular reference to being able to interpret material (e.g., to exegete, synthesize and think theologically, show an ability to address hermeneutical issues, address the pragmatic task of application)

*Ability to Assess Critically* – with reference to logic, methodologies, tools (e.g., language), sources of good quality

*Breadth and Depth of Research and Use of Literature* –breadth and depth of research demonstrated, including primary and secondary sources, as appropriate

*Ability to Argue a Point* –rather than listing various arguments of others *seriatim*, the student should show a command of the material throughout the essay, bringing in others' arguments where relevant

*Composition* –organisation, style, clarity, proper footnoting (especially no plagiarism)

## PENALTIES

---

For truancy, as well as other academic misbehavior, the student may receive a lowered final grade and be summoned to an interview with the Academic Dean or another member of ETS administration and be reprimanded. In case of recalcitrance, a letter may be sent to the student's pastor/union/movement. If the student persists, he or she may be expelled from ETS.

Cheating and plagiarism are considered serious breaches of personal and academic integrity. Such behaviors are inconsistent with the standards promoted by the Evangelical Theological Seminary. Cheating is defined as "intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise". Plagiarism is "intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise". Students caught *cheating* on exams or *plagiarizing* written work will be given a grade of 1 and be made to retake the test or rewrite the paper in question. If a student is caught a second time, a letter will be written to his home pastor or church board. Further incidents will be considered on a case-by-case basis for dismissal by the administration of the Seminary.

The Seminary reserves the right to dismiss students whose academic progress is unsatisfactory, or whose public or private behavior violates the standards required and presented in the catalog, or whose development of professional skills is unsatisfactory.

# LIBRARY

## GENERAL INFORMATION

The ETS Library contains a collection of over 40,000 volumes of specialized literature and over 100 theological and biblical studies journals, to most of which the library maintains ongoing subscriptions. The core strength of the collection is in the classical disciplines of theological studies, with emphasis on biblical studies. While most of the items are in English, there is also research material in other languages (German, Croatian, Romanian, and Bulgarian). The ETS Library also contains a non-circulating "Reference Collection" available for student use in the two Reference Rooms, where the most important Biblical commentaries, atlases, indexes, lexicons and dictionaries, and other reference works can be found and used. These research resources are augmented by the permanent free Internet access and the growing digital library on CD-ROM.

In the main library room, you can find the Circulation Counter for checking out and returning material. Students may look for the books they are interested in either the card drawers where they are catalogued by author, title and subject or directly on the shelves where the books are arranged according to the Dewey Decimal Classification.

## CIRCULATION POLICIES

**1. Library Cards** - All students, staff and faculty are issued a library card free of charge. Books will not be checked out without a card presented. A replacement library card due to loss or destruction is 15 kuna. Cards are also issued to approved applicants from the community for 50 kuna per year.

**2. Reference books and periodicals** do not circulate - They are to be used only in the Reading Room. An item may be borrowed for a brief time in order to photocopy a chapter or article, and must be signed out at the circulation desk and checked back in. Abuse of this system will result in suspension of all borrowing privileges.

**3. Overdue books** are charged a fine of 50 lipas per day per book. Overdue reserve books are charged a fine of one (1) kuna per hour. All borrowers are subject to fines. Repeated instances of overdue books could lead to suspension of borrowing privileges.

**4. Reserve items** may be checked out for 2 hours or overnight after 8 p.m. and are due back by 9 a.m. the following morning. There is a limit of 1 reserve item per student during the day and two (2) items over night. Reserve books labeled "personal copy"

are to be used in the library only—they may not be checked out overnight.

**5. Return books directly to the circulation desk**—do not leave them outside the library door during closed hours.

**6. No books**—including Reserve books—may be checked out if you have overdue books!

**7. Replacement cost** (a minimum of \$15) will be charged for a lost, ruined, or missing library book. Unpaid charges may disqualify the student from receiving grades, transcripts, and registration for the next semester, or graduating.

**8. Food and beverages** are not permitted in any part of the library.

**9. Do not return books to the shelves** - Place them on the window tables for library workers to reshelv. "A miss-shelved book is a lost book."

**10. Mutilation of library materials** is a serious offense. It is not permissible to underline, outline, write or make marginal notes in library books or periodicals. Anyone caught mutilating a book will be charged replacement cost (\$15).

**11. New books** are displayed in the "New Books Shelf" in the Circulation Desk area for the inspection of students and faculty. These books may not be checked out until they are shelved—usually two (2) weeks.



## DISCIPLINARY PROCEDURES

The following procedures have been set up for maintaining discipline at the Evangelical Theological Seminary. Students who disobey the house rules, daily schedule or neglect their student responsibilities and duties will be held accountable for their actions and will be called before the Disciplinary Committee. The Disciplinary Committee documents its decisions about disciplinary measures by means of a written report. The following are the disciplinary measures which the Disciplinary Committee can apply:

- warning – once;
- reprimand – once;
- reprimand before expulsion – three times at the most;
- expulsion from the institution.

There are also some disciplinary measures which can be instituted in the case of palliative circumstances: overtime work and expulsion from the premises of ETS. Such disciplinary measures are set within these limits:

- warning –once;
- reprimand – once;
- overtime work – three times at the most;
- reprimand before expulsion – once;
- expulsion from the premises of ETS or expulsion from the institution as a whole – once;

In the course of any one academic year, a student is allowed a total of no more than four (4) disciplinary measures. A student is allowed a maximum of five (5) disciplinary measures from the start until the end of his/her studies.

Staff, resident faculty and visiting professors do not have the option to ignore gross infractions of expected Christian behavior. The Academic Dean and/or Student Dean needs to be informed right away.

The Disciplinary Committee can put in motion suspended disciplinary measures on the grounds of a written and signed report, after conversation with the student and after considering all the circumstances. The time limit for submitting in the written report is one month. The Disciplinary Committee can also put previous suspended disciplinary measures into effect if further infractions occur.

Reports of disciplinary actions are written and stored in the student's file in the Registrar's Office. The student's home church or denomination may also be notified about the disciplinary measures.

A student against whom a disciplinary measure was put in motion can log a complaint within a period of three days after receiving notice of the disciplinary measure.

The Administration then – according to this regulation – reaches a decision within a time limit of ten days. The decision of the Administration, which is reached after the complaint, is final and cannot be changed.



## SPIRITUAL LIFE

Development of the spiritual life of the students is an important part of the curriculum at ETS. Therefore, students are encouraged to cultivate a consistent daily “quiet time” to enrich their personal lives. Many denominations are represented within the student body. The Seminary offers students the opportunity for establishing and/or maintaining denominational relationships through credit courses in denominational standards. Students are encouraged to attend and get involved in their denominational churches in Osijek or other local churches.

### SYNAGOGUE

In the front yard of the seminary there is a 100-year-old synagogue, which now hosts the Evangelical Church. Since there are very close links between the church and the Seminary, many activities are organized jointly. Also, once a month, students are invited to lead a Sunday evening church program. With this opportunity, many students can serve the Lord with their gifts and talents either by preaching, singing, or by sharing their testimony.

### INTERNATIONAL CHRISTIAN FELLOWSHIP

The International Christian Fellowship came into existence in 1994, primarily in response to a need on the part of non-Croatian speaking international students to have a fellowship in a common language (English) in which everyone could easily participate and with which everyone could fully identify. Members of the international community in Osijek are also welcome to participate. Time and place of meetings will be announced.

### CHAPEL

Chapel services are led by faculty, students and/or staff and often feature visiting speakers. (Offices and departments are closed during the chapel hour on Tuesdays and Thursdays, so that the entire Seminary community can gather for a time of formal worship.) **Attendance at the two chapel services held every week is mandatory for each student.** Students’ Chapel attendance will be monitored, as will attendance at two church services weekly in a local church.

### PRAYER MEETINGS AND PRAYER ROOM

Periodically, special prayer meetings are organized by student groups that represent two or three countries. Each of them presents in short the economic and social conditions of their country and some prayer needs. Thus, our students have the opportunity to be informed about the Balkans situation and pray for peace, evangelism ministry and church development in this region and beyond.

In addition, the room next to the Mennonite Room has been designated as a prayer room. It is open at all times for group and/or individual prayer. This room can also be used for “24/7” around-the-clock concerts of prayer organized by students or faculty.

### MENTORING AND TUTORSHIP

Every student is assigned to a faculty member who is available for academic counsel throughout the four years of the student’s training. The mentoring is designed to monitor the academic progress of each student, but also to enhance the effectiveness of the whole process of the academic education and spiritual formation.

## PRACTICAL MINISTRIES

Practical ministry requirements are included in the academic programs. All undergraduate students must complete 90 hours according to the curriculum for each year of study (plus a summer practicum between years of study). This is equal to three hours per week during the school year, including preparation time and travel time. At the beginning of the year, students can choose the area in which they will dedicate their time and skills. All the ministries require preparation, both individually and collectively.

The Practical Ministries Coordinator will give a grade (Croatian system) for Practical Ministries each academic year.

To receive academic credit for Practical Ministry a student must do the following:

1. Select a practical ministry from the list of opportunities or create your own ministry opportunity and report this to the Practical Ministry Coordinator for approval.
2. At the end of each semester, submit to the Practical Ministry Coordinator a description and self-evaluation of the student's practical ministry activities and a supervisor's evaluation. If the student does not have a supervisor, he/she is responsible to report this to the Practical Ministry Coordinator at the beginning of the semester, who will endeavor to help find a supervisor.
3. Once each year, have an interview with the Practical Ministry Coordinator.
4. During every summer holiday between years of study, do a practical ministry activity for four weeks, either full-time (30 hours a week) if the student is not working at a job, or half-time (15 hours per week) if the student is working at a summer job. As in the case of regular practical ministry, the student must submit to the Practical Ministry Coordinator at the beginning of the fall semester a written description and self-evaluation of the student's summer practical ministry activity and a supervisor's evaluation.

### PRACTICAL MINISTRY OPPORTUNITIES

The following are samples since the practical ministries opportunities can vary from year to year:

- ETS Chapel Worship Team
- Weekend Church Ministry Team
- Drama Team
- "Children at Risk"
- Religion Classes
- Orphanages
- Hospital Ministry
- Ministry to University Students
- Ministry to Teenage Social Cases
- Ministry to the Elderly
- Ministry to Retarded Children



## HOUSE RULES

### STANDARDS OF PERSONAL CONDUCT

Biblical precepts constitute the standard for conduct by all members of the Evangelical Theological Seminary. Students should recognize that they are preparing for career placement and thus should present themselves in a manner consistent with professional standards. While casual dress is normally acceptable on campus, we encourage students to dress in keeping with the high calling they are pursuing. ETS students are to abide by Biblical standards of holiness. Also, students are expected not to use tobacco, use drugs except under a doctor's prescription, use profanity, gamble, steal or cheat. Students are expected to abstain from sexual impurity, including the viewing and reading of pornographic literature and other immoral activities.

### STUDENT TASKS

According to ETS policy, all students living in ETS housing have to complete a two-hour-a-day working task for the benefit of ETS community. Students who have minor children staying with them in student housing must work an additional 1 hour per day for each child. Students remaining on campus when there are no classes and non-students in residence are required to work 6 hours per day, 6 days a week, for their room and board. Tasks are assigned by the House Manager. Students are expected to fulfill their obligations conscientiously as unto the Lord and need to keep the daily routine that is a part of our community life. Every student has to do his/her job according to the task schedule and is expected to come on time to their tasks and services. (5 minutes before the appointed time is the best.)

### KITCHEN AND DINING ROOM (CAFETERIA)

The cafeteria, located on the ground floor of the main building, has a capacity of 200 seats. The

Seminary offers three meals a day, which are included in the housing expenses. When students arrive at or leave ETS they need to inform the kitchen staff of their arrival or departure.

Food and drinks are not allowed to be taken out of the kitchen nor to be consumed anywhere but in the cafeteria or in the students' tea kitchen. The dishes are not allowed to be taken from the cafeteria.

The meal times are as follows:

- breakfast usually starts at 7.00, except on Saturdays, Sundays and Mondays, when it is at 8.00;
- lunch is served at 13.30, except on Saturdays, Sundays and Mondays when it is at 13.00;
- suppertime is at 20.00 every day.

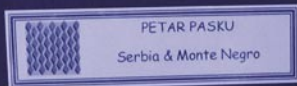
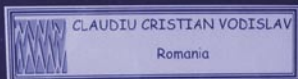
### TEA KITCHEN

All members of the ETS community may keep and prepare food and drinks in the student tea kitchen and are jointly responsible for taking care of it and of everything that belongs to it. Dishes or utensils used must be washed and put away after use and before one leaves the tea kitchen. Food stored in the refrigerator should be marked with the owner's name and should not be used by others without specific permission. Care must be taken by the owner of food stored in the refrigerator to see that old or spoiled items are thrown away and not allowed to accumulate in the refrigerator.

### USE OF STUDENT ROOMS

The room equipment and inventory are to be used respectfully and carefully. Students are expected to keep their rooms clean and tidy and to help in maintaining and protecting the property of ETS. They can change their room and room inventory only with the approval of the Dean of Students and House Manager.

Students may bring only their personal belongings to their rooms (clothing, books, toiletries, personal radios and computers, and other small items) for which they are personally responsible. In order to



reduce the risk of fire and to limit the amount of electricity used on the ETS campus, students are not permitted to use electrical or gas appliances, such as heating devices, transformers or cooking devices in their rooms.

In order to minimize the opportunity for or appearance of inappropriate behavior between sexes at ETS, **visiting the rooms of members of the opposite sex is generally discouraged.** More specifically, a male may not be alone with a female in her room, or vice-versa, unless the door of the room is fully open. This applies not only to fellow-students, but also to visitors.

### SEMINARY DAILY SCHEDULE

ETS facilities are locked daily for security reasons at 11 p.m. (23.00) and unlocked at 6 a.m. (06.00) the next morning. Common areas (Computer Room, Mennonite Room, lobby, tea kitchen, etc.) are normally closed between the hours of 11 p.m. and 7 a.m. During that time, all students are to be in their own rooms at ETS. Any activity that disturbs the sleep of other students or residents during night hours (11 p.m. – 7 a.m.) is not allowed (i.e. loud cleaning, listening to radio or tape players, watching TV, showering, talking, etc.).

### LAUNDRY

Students need to mark their clothes with their initials in permanent ink. When you turn in your

clothes to the laundry room, they will be sorted, washed, dried and folded. On the appointed day, you will need to return to the laundry room and take your clothes. The exact schedule for drop-off and pick-up will be posted.

### RULES FOR COMPUTER ROOM

Since there are not enough computers for everyone, students should use these limited resources carefully, efficiently and in the spirit of Christian cooperation and mutual esteem. No one may compose (write) a document at the computer. Documents may be typed into the computer from a previously written text, but we do not have enough computers to allow the extra time needed for composition. Nobody may "save" his or her place at the computer for more than 5-10 minutes. It is not fair to the others who also need access to a computer. Student are not to use these computers for playing computer games. These computers are to be for student use only; not for the community.

### TV AND VCR USE

Students are not allowed to use TV's or VCR's in their rooms. A TV and VCR are available in the Mennonite Room for student use. The Mennonite Room is open from 7 a.m. to 11 p.m., except during the times of worship services.



## RULES FOR MENNONITE ROOM

The basis for all activity in the Mennonite room is that it is a common space in which we must respect the rights of all, and that we must keep the room and its furnishings in good condition.

The TV volume should not be too loud, and conversely if people are watching TV, others should not disturb them with loud noise. The TV and VCR are fragile and expensive; therefore they should be treated with care. It would be difficult, if not impossible to replace them.

We have only one TV and we have many different tastes in TV viewing, therefore the decision concerning what to watch should be made in a spirit of Christian love. Might does not make right. There will always be a possibility of conflict in which one group may have to yield to another, but it is expected that there will be a reciprocal yielding at another time.

Parents have a special obligation to watch their children in the Mennonite Room. They must not be permitted to mark the walls or stand on sofas, chairs or tables. (Unfortunately, we do not have a “child-proof” space, like a kindergarten; we only have this one nicely furnished room.) Children must not be permitted to make noise while classes are in session in the classrooms below – especially noise made by feet on the wood floor. If children are making noise, parents are requested to remove them from the Mennonite Room.

## MISCELLANEOUS RULES

1. The life and work of students of ETS are regulated according to established house rules.
2. Certain students can possess keys for some doors that are subject to restricted access, but only after it is approved and recorded by the House Manager.
3. Students are expected to be clean and tidy, humble, and willing to set an example for excellent behavior according to the nature and activities of ETS.
4. Students are responsible for their own personal items. During the summer students can pack up a couple of boxes to be stored in a locked room at their own risk. The Seminary is not responsible for students' personal items that are left longer than one summer.
5. Students are allowed to take guests in the rooms of ETS only with the specific approval of the school authorities.
6. Resident students who will not be staying in the student dormitory during any night or for more than one night must report the planned absence to the House Manager or the Dean of Students, so that the administration can have an accurate knowledge of the resident population at any given time.
7. These house rules can be changed by the administration from time to time according to the needs of the students' life and work.



## DAILY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8.00 – 8.30 Breakfast	7.00 – 7.30 Breakfast	7.00 – 7.30 Breakfast	7.00 – 7.30 Breakfast	7.00 – 7.30 Breakfast	8.00 – 8.30 Breakfast	8.00 – 8.30 Breakfast
	8.00 – 11.00 Classes	8.00 – 11.00 Classes	8.00 – 11.00 Classes	8.00 – 11.00 Classes		
	11.00 – 12.15 English	11.00 – 12.15 English	11.00 – 12.15 English	11.00 – 12.15 English		
	12.30 – 13.30 Chapel		12.30 – 13.30 Chapel			
13.00 – 13.30 Lunch	13.30 – 14.00 Lunch	13.30 – 14.00 Lunch	13.30 – 14.00 Lunch	13.30 – 14.00 Lunch	13.00 – 13.30 Lunch	13.00 – 13.30 Lunch
14.00 – 16.00 Exams	14.00-18.00 English	14.15-15.05 English	14.15-15.05 English			
16.00 – 16.30 Coffee Break	15.15-17.00 Greek & Hebrew		15.15-17.00 Greek & Hebrew			
16.30 – 19.30 Classes						
20.00 – 20.30 Supper	20.00 – 20.30 Supper	20.00 – 20.30 Supper	20.00 – 20.30 Supper	20.00 – 20.30 Supper	20.00 – 20.30 Supper	20.00 – 20.30 Supper

## ACADEMIC CALENDAR 2004-2005

2 <sup>nd</sup> of October	Orientation begins
4 <sup>th</sup> of October	Classes begin
24 <sup>th</sup> of December	Christmas Vacation begins
17 <sup>th</sup> of January	Classes resume after vacation
31 <sup>st</sup> of January	Exam Week begins
7 <sup>th</sup> of February	Beginning of second semester
28 <sup>th</sup> of March	Easter Holiday
4 <sup>th</sup> of April	Classes resume after holiday
3 <sup>rd</sup> of June	Last day of classes
6 <sup>th</sup> of June	Exam Week begins
11 <sup>th</sup> of June	Graduation

# EVANGELICAL THEOLOGICAL SEMINARY 2004-2005

---

## ADMINISTRATION

President & Rector - **Peter Kuzmič, Th.D.**  
Academic Dean – **Mihael Kuzmič, Ph.D.**  
Associate Dean – **Yordan Zhekov, M.Th., Th.D. (cand.)**  
Business Manager- **Antal Balog, M.A., Ph.D. (cand.)**  
Dean of Graduate Studies – **Corneliu Constantineanu, M.Th., Ph.D. (cand.)**  
Student Deans – **Nancy A. Chrisman, B.A.-Music and Keith F. Chrisman, M. Div.**

ICI & Residential Program for Teachers of Religious Education - **Ela Balog, M.A.**  
Institute for Christian Psychological Counseling - **Zoran Vargović, M.A.**  
**Vlasta Kuzmic, M.A., and**  
**Brett McMichael, M.A.**

Institute for Protestant Studies – **Mihael Kuzmič, Ph.D.**  
Research Center for Post-Communist Countries – **Ingi Kim, M.Th.**  
Institute for Church Music – **Blazenka Targus-Skorak, B.A., M.A. (cand.)**  
Library Administrator - **Ioana Constantineanu, A.Th., B.Sc.**  
Multimedia Center - **Mario Časni, M.A.**  
Public Relations – **Monica Zhekov, B.Th., M.A. (cand.)**  
Treasurer - **Dr. Adam Špis**  
Accountant - **Stojanka Dukić**  
Registrar - **Melita Špoljarić, B.Th.**  
Secretary - **Mojca Milić**  
Building Manager - **Inna Kotris, B.Th.**

## RESIDENT FACULTY

**Peter Kuzmič, Th.D.** – Missiology  
**Michael Kuzmič, Ph.D.** - Church History  
**Damir Špoljarić, M.A.** - Practical Theology  
**Corneliu Constantineanu, M.Th., Ph.D.(cand.)** - New Testament  
**Ela Balog, M.A.** – Pedagogy & Christian Education  
**Yordan Zhekov, M.Th., Th.D. (cand.)** – New Testament  
**Brett McMichael, M.A.** - Counseling  
**Antal Balog, M.A., Ph.D. (cand.)** – Church Administration  
**George Ainsworth, M.Div** – Missiology  
**Lynn Ainsworth, B.A., M.Ed.** – English  
**Ingi Kim, M.Th.** – Missiology  
**Keith Chrisman, M. Div.** - Greek  
**Kevin Conway, M.A.** – Old Testament, Practical Ministries Coordinator  
**Greg Thellman, M.A.** - English