

DUNAMIS BIBLE INSTITUTE (BIBLE SEMINARY)



STUDENTS' HANDBOOK, 2020

SECTION A: BACKGROUND INFORMATION AND GENERAL REGULATIONS

1. BACKGROUND INFORMATION

The Dunamis Bible Institute (DBI) is a non-accredited Bible Seminary and Training Institute. The Institute's Vision is to be committed to providing theological education that is both relevant to the needs of practical ministry and accessible to women and men called by God. It grounds its curriculum and life in the Bible in training students purposely for church planting, preaching and teaching by applying the word of God by the Power of the Holy Spirit.

1.1 The mission of DBI is to:

Offer the opportunity to people in deprived communities, especially, in the Northern parts of Ghana, access to sound biblical and cultural theological education for effective and servant-like leadership in their Christian works.

Equip persons to perform basic tasks of Christian ministry. This is pursued through biblical, theological, historical, educational and guided practical ministry studies.

Help students understand the principles, methods and concepts of wholistic mission for effective evangelism, church development, and community development.

1.2 In achieving its mission, the Institute is committed to the following values:

Pursuing excellence in both its academic and pastoral activities.

Remaining faithful to, and expounding within the Church, the Reformation and evangelical roots of Christian Churches (Restoration Movement) as well as the earliest traditions of historic Christianity. It affirms the Trinity, the Scriptures as the Word of God, the uniqueness of Jesus Christ as the sole Redeemer and Lord, the regenerating and sanctifying role of the Holy Spirit in the individual and the Church, and His enabling in the Christian witness to society and the world.

The Institute is committed to a spiritual view of life, to the spiritual renewal of the churches, and to socio-political and cultural transformation through the Gospel.

Exhibiting in its internal relationships, mutual caring and concern, appreciation of each other's varied gifts, and openness to learn from one another in the service of Jesus Christ the Lord.

2. APPLICATION PROCEDURES

Enquiries concerning admissions are accepted and answered throughout the year. However, applications for admission to a particular year should be lodged with the Registrar's office by the closing date to be announced from time to time.

Application may be completed online on the Seminary's website (www.dunamisbibleinstitute.com) or a form obtained from, filled and posted or submitted to the office of Registrar, DBI, P. O. Box TL2966, Tamale, N/R, Ghana. Correspondence by e-mail may be sent to: info@dunamisbibleinstitute.com.

Successful candidates would normally be notified at least three months before the start of the program. In addition to meeting the criteria for admission, successful candidates are also expected to show evidence of availability of adequate funds to undertake the program.

2.1 Deferment of Entry

Students who wish to defer their admission may do so in writing to the Registrar. Such deferment may be allowed for up to 2 academic years.

3. REGISTRATION AND ORIENTATION

3.1 Orientation

An orientation program is organized during the first day of the first semester during which registration take place, usually for new students. A joint staff and students retreat also takes place during the orientation day.

A student **must** register for the courses prescribed every semester or block. All students must register by end of the first week. Candidates may register under various categories, namely as Full-time, Part-time or as Special Students. All registration must be processed by the Registry.

3.2 A full-time student is expected to carry the full load required of the particular program.

3.3 A part-time student will be expected to carry at least one-third of the full-time load, as well as fulfilling other conditions that may be required.

3.4 A Special Student is one who registers for one or more courses, whether to earn credits or not. A special student may also attend a series of seminars, workshops, meetings or specially designed courses as arranged by the Institute. The

tuition fee charged will be an amount to be paid for each course taken, or as agreed for specially designed programs.

4. DURATION OF STUDY PROGRAMMES

4.1 FULL-TIME Program	Min. Duration
Cert. in Ministry	
Certificate in Pastoral Ministries	3 Blocks (1 year)
Certificate in Practical Theology	4 Semesters (2 years)
Diploma in Theology	6 Semesters (3years)

5. GRADING SYSTEM

Student's performance in a course shall be graded as follows:

Grade	Range of marks (%)	Interpretation
A	70 - 100	Excellent
A-	65 - 69	Very Good
B+	60 - 64	Good
B	55 - 59	Average
B-	50 - 54	Pass
F	0 - 49	Fail

6. ELIGIBILITY FOR EXAMINATION

6.1 A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the Seminary.

6.2 A student who fails to submit all assignments or who does not fulfil any of the requirements for any course shall not be allowed to take the examination or assessment for that course.

6.3 In any case, a student who absents himself from lectures for more than 10 hours cumulatively in the case of part-time study and for more than 20 hours in the case of full-time study in any semester (or block) shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester (or block) examination or essay as the case may be.

6.4 In order to progress to the next stage or to graduate, students will be required to pass all courses.

7. Oral Examinations

Certificate students may be examined orally if, in the opinion of the Examiners, such an examination is necessary.

8. FEES

Fees for tuition and for other designated purposes shall be paid at rates as prescribed from time to time. Students are required to pay fees in advance of each academic year. Those who for good reason cannot do this must pay at least 50% prior to the commencement of the academic year, negotiate with the Registrar and secure a written agreement on a satisfactory schedule for paying the remaining fees.

SECTION B: ETHICS, CONDUCT, SUPERVISION AND REFERENCING

9. CODE OF ETHICS

9.1 Preamble

As a Christian institution, DBI has a specific focus to serve the wider Christian community, in Ghana, Africa and world-wide, by focusing its studies and training on issues of Christian mission in the Ghanaian context, in order to help the Christian community in Ghana to better understand its task and to witness more effectively to the Kingdom of God in Ghana (DBI Mission Statement). Thus, the ethical standards to be observed by all members of the DBI community are required to be of the highest order.

9.2 Living as a Community

The DBI Code of Ethics is based on a commitment to live and work as a Christian community, a commitment that is clearly articulated as one of the Objectives of DBI: To maintain a community life marked by Christian worship and commitment to Christian mission and service. ‘ As a community of Christians working together, the Institute - members of staff and students - is committed to exhibiting in its internal relationships, mutual

caring and concern, appreciation of each other's varied gifts, and openness to learn from one another in the service of Jesus Christ. This commitment provides the rationale for, and forms the basis upon which, the Code of Ethics is drawn up, as a concrete guide to what it means to live and work as a Christian community in an academic setting. It also lists those actions that are proscribed as undermining internal relationships and as being a threat to community and thus to the effective accomplishment of the Institute's mission and objectives.

9.3 Community Responsibilities

Within the DBI community there are certain responsibilities that are incumbent upon staff and students alike, namely, mutual caring and concern, appreciation of each other's varied gifts and openness to learn from one another in the service of Jesus Christ. This means that in one sense there is neither older nor younger, neither senior nor junior, just as there is neither Jew nor Greek, slave nor free, male nor female, for [we] are all one in Christ Jesus (Gal. 3:28). This Christian conviction should be exhibited by all towards all, irrespective of status or position, age or gender, in a simple lifestyle, loving, gentle and prayerful

behavior and speech, and deliberate acts of kindness and concern.

At the same time, every community has its lines of authority and operation that need to be respected for the effective and efficient functioning of the whole. It is incumbent upon staff and students that these be respected and adhered to, on the understanding by all that Jesus Christ is the ultimate Head of the Body (that is, DBI in this instance). This means that staff and students should conform to the laid down procedures of the Institute. No one who has become part of the DBI community should consider that they are, for any reason, whether because of age, gender, professional or ecclesiastical status, for example, above the regulations of the Institute, or that they have any grounds for contravening those regulations, or of disobeying the instructions of those responsible for implementing or enforcing them.

In line with this, faculty and staff are expected to demonstrate a very high level of professionalism in their work and in their relationship with students. Conduct that undermines the principles of confidentiality, impartiality, integrity, decency or fairness to all constitutes an abuse of position and may be subject to sanction.

9.4 Rules for Conduct

The following list of proscribed conduct is a guide as to what specifically constitutes a breach of the community lifestyle outlined above, misconduct that will be subject to disciplinary sanction. Academic misconduct will be outlined in a separate section. Since the list below concerns community living, it applies to both staff and students in student-student relations, staff-staff relations and staff-student relations.

Acts of misconduct include:

1. Furnishing false information to any Institute official or faculty member.
2. Forgery, alteration or misuse of any Institute document or record.
3. Theft, attempted or actual, or unlawful custody of Institute property, or property of any member of the DBI community, or of other personal or public property.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Institute

activities on or off-campus, or other authorized non-DBI activities when the act occurs on DBI premises.

5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health or safety of any person. Profane or obscene expressions, in speech or otherwise, that violate accepted standards of decency and Christian conduct.

6. Physical and sexual assault. Sexual misconduct, including, but not limited to, sexual relations outside marriage, involvement with pornography, internet sexual misconduct. Cohabitation of persons not legally married is not permitted under any circumstances in DBI accommodation.

7. Unlawful use, possession, purchase, distribution or sale of controlled substances (drugs). Weapons of any kind are not permitted on any DBI premises. The use of alcoholic beverages on DBI academic campus and in the hostel is not permitted and intoxication is not permitted on any DBI premises.

8. Unauthorized possession, duplication or use of keys or other access devices to any Institute premises or unauthorized entry to or use of Institute premises.

9. Violation of any Institute policy, rule or regulation published in hard copy or available on the DBI website. This includes failure to cooperate in, or comply with, disciplinary procedures instituted as outlined in the Regulations.

9.5 Institution-Public Relations

The whole DBI community, both staff and students, individually and corporately, are required to engage in responsible social conduct that reflects credit upon the DBI community and to model good citizenship. This applies particularly with respect to the community of Tamale within which DBI is set, but also to the wider Ghanaian society. Thus, acts of dishonesty, disruption of civil activities, abuse or assault of any kind, unlawful behavior with respect to drugs and alcohol, as outlined above, and with respect to the laws of Ghana and the traditions of Tamale, also apply to any member of the DBI community, with respect to wider society in general and Tamale in particular.

9.6 Sanctions for breach of conduct

1. In the event that any member of the DBI community, staff or student, has a complaint against any other member of the DBI community, staff or student, for misconduct as specified above,

the aggrieved party is encouraged, in the first instance, to approach the other party and seek to resolve the matter in the spirit of Matthew 18: 15.

2. If the issue cannot be resolved in this way, any member of the DBI community, staff or student, may bring a formal complaint against any other member of the DBI community, staff or student, for misconduct as specified above. Complaints should be submitted as soon as possible after the event takes place, preferably within seven days of the event.

3. In the case of staff making a complaint against a staff member, the complaint should be directed to the Head of Department/Unit in the first instance, unless it is with respect to that person, in which case, the complaint is to be directed to the Registrar. The Head of Department/Unit or Registrar may conduct an investigation to determine if the complaint has merit or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Head of Department/Unit or Registrar. If the complaint cannot be disposed of in this way, the matter will be referred to the Staff Disciplinary Committee for further investigation and action.

4. In the case of a student making a complaint against a student, the complaint should be directed to the Dean of Students in the first instance. The Dean of Students may conduct an investigation to determine if the complaint has merit or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Students. If the complaint cannot be disposed of in this way, the matter will be referred to the Registrar, for the Student Disciplinary Committee to be convened for further action.

5. In the case of a staff member making a complaint against a student, the complaint should be directed to the Director in the first instance, who in consultation with the Dean of Students, may conduct an investigation to determine if the complaint has merit or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them both.

6. In the case of a student making a complaint against a staff member, the complaint should be directed to the Head of Department/Unit or Registrar in the first instance, as above, who may conduct an investigation, in consultation with the Dean of Students, to determine if the complaint has merit or if it can be

disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Head of Department or Registrar and Dean of Students. If the complaint cannot be disposed of in this way, the matter will be referred to the Staff Disciplinary Committee for further investigation and action.

7. In all eventualities, the rule of evidence will be applied, whereby a decision concerning sanctions is taken on the basis of whether it is more likely than not that the accused violated the Code of Ethics and Rules of Conduct (i.e. preponderance of evidence rather than beyond a reasonable doubt, as burden of proof).

8. The purpose of sanctions is to help offending members of the DBI community, staff and students, to understand their behavior in the context of the DBI community and to deter such inappropriate behavior in the future. Thus the respective disciplinary committees are encouraged to decide on sanctions that are commensurate with the misconduct. Some sanctions will need to be more punitive due to the seriousness of the offence. In extreme cases, the sanction may mean suspension for a period (in the case of students), and in the worst-case scenario, expulsion or dismissal from the Institute.

9. The following sanctions may be imposed:

Oral admonition of violation of institutional rules;

Written warnings of violation of institutional rules;

Fines, as previously established or published;

Loss of privileges;

Restitution, for example, compensation for loss, damage, injury or repayment of monies stolen etc.

10. More extreme sanctions for students are the following:

Disciplinary probation, which includes the probability of suspension or expulsion if the student is found to be violating any DBI regulation during the probationary period. It also includes loss of specified privileges.

Suspension from hostel or other DBI accommodation for a definite period of time, and conditions of return specified.

Institutional suspension for a definite period, after which the student is eligible to return and resume the course of studies.

Conditions of re-admission specified.

Expulsion, that is, permanent separation from the Institute, which also means that the student is not permitted to be on DBI premises except with official permission.

11. In the case of staff:

Disciplinary probation, which includes the probability of dismissal if the staff member is found to be violating any DBI regulation during the probationary period.

Dismissal according to the procedures set out in the staff conditions of service.

9.7 Right of appeal

With respect to the more serious sanctions, both accused and complainants may appeal both the decision and the sanction imposed by the Institute following the disciplinary hearings. The appeal must be made in writing to the Registrar and include written evidence to support the appeal within five working days of the sanction decision. The Registrar will consult with the Director to determine whether the appeal warrants further consideration, in which case, the Director will first meet the appellant before constituting a review panel. The review panel will determine whether the original hearing was conducted fairly, whether the decision reached was based on substantial evidence, whether the sanction imposed was appropriate and whether any new evidence provided is sufficient to alter the original decision. The review panel's decision shall supersede the earlier decision and be final.

9.8 False complaints

While all complaints will be seriously investigated, DBI also recognizes that false complaints are likely to cause significant damage to the person and reputation of anyone who is wrongly accused. Individuals, whether staff or student, found to have knowingly made false complaints will be subject to disciplinary action, which may include sanctions up to and including termination of employment or enrolment. A complaint that is found to be erroneous but was made in good faith will not be subject to disciplinary action.

9.9 Breach of Conduct amounting to criminal felony

Notwithstanding the rules of conduct, sanctions for breach of conduct, right of appeal and false complaints provided under section 9.4 to 9.6, 11 of the regulations, any staff or student who commits an offence deemed to be a felony under the Criminal Laws of Ghana, or any other related legislation for criminal misconduct shall be subject to police investigations and action. Such conduct includes, but not limited to aggravated physical assault, rape, defilement, indecent assault, criminal threats and possession or use of unlawful narcotic substances.

10. ACADEMIC MISCONDUCT POLICY

In line with the Institute's Code of Ethics, DBI desires to maintain high standards of academic honesty and integrity. Therefore academic misconduct is of serious concern to DBI.

10.1 The following practices constitute examples of Academic misconduct and infringe the Institute's Code of Ethics and rules of conduct. The list is not exhaustive and should not be considered as fully representative.

1. Cheating of any sort including submitting work for any assessment knowing it to be the work of another person (plagiarism).
2. Arranging for another person to sit for an examination paper in place of the candidate.
3. Ghostwriting, where a student knowingly and willingly contributes content or produces an assessment for another student with the intent of plagiarizing, or, where a student engages a person outside DBI to produce an assessment which the student then submits as his or her own work.
4. Bullying, where a student obtains content for an assessment from another student through inappropriate emotional, physical or social pressure.

5. Submitting material for one course, in part or in whole, which has been submitted for another course.
6. Breach of library regulations. .
7. Making a misleading or false declaration or providing misleading or false information.

10.2 Any student who breaches Academic Misconduct regulations related to written assessments may face substantial penalties imposed by the Academic Board. The penalties may include:

1. Loss of marks.
2. No marks given for an assessment with or without an opportunity to rewrite and resubmit the assessment.
3. A fail grade awarded to the course of which the assessment is part.
4. Repeating the entire year of study
5. Suspension from the award in which the student is enrolled for a period of two years.
6. Expulsion from DBI.

10.3 When a student is given the opportunity to rewrite and resubmit an assessment, the mark awarded will be no more than 50% plus four.

10.4 Any student who breaches other Academic Misconduct regulations (e.g. library), may also face penalties imposed by the Academic Board.

10.5 A student may appeal any decision of the Academic Board with respect to Academic Misconduct. The appeal should be made in terms of the —Right of Appeal.

SECTION C: PROGRAMMES AND THEIR REQUIREMENTS

11. Please note that our programs are not accredited by National Accreditation Board

1. Certificate in Ministry

Short term courses tailored to suit those entering it.

2. Certificate in Pastoral Ministries

This program is a one year course designed for persons who are mainly interested in church planting, preaching and teaching.

3. Higher Certificate in Practical Theology

H/C in Practical Theology Program is a two year program designed to equip persons to perform basic tasks of Christian ministry. This is pursued through biblical, theological, historical, educational and guided practical ministry studies.

4. Diploma in Theology

This is an advanced study to equip persons in biblical research methods. Persons who complete this course should be able to research and apply biblical lessons to the needs of the 21st century church. To help students understand the principles,

methods and concepts of wholistic mission for effective evangelism, church development, and community development.

11.1 Requirements for admission

A strong secondary education is required for all the programs except the CIM. Persons with weaker secondary grades would be admitted to the H/C in Practical Theology program.

SECTION D: FACILITIES AND SERVICES AT THE INSTITUTE

12. LIBRARY

12.1

There is essentially a reference library set up to serve students, researchers and staff members of the Institute.

Opening Times: The Library is open during semesters from 8.00 a.m. till 9.00 pm and on Saturdays from 9.00 am to 1.00 pm. It is closed on Sundays and on some public holidays. In vacation times, the library is only opened on weekdays from 9.00 am to 12.30 pm.

Services: Photocopies of DBI Library materials only are made on request at a cost determined from time to time by Management and paid for on receipt of the service at the Library.

Security & Computers: Only registered students are allowed. Students with personal computers should see ICT Officer for configuration of their computers.

Please do not tamper with any computer setting or cables on the network. If you have problems with the computer facilities, please inform Library staff.

Students may not download or install any software on any of the DBI computers. Downloads will be deleted without recourse to student(s).

Do not bring/use any inflammable source of light (e.g. matches, candle and lantern) into the Library. In the event of a power cut, shut down computer(s) properly, turn off all power sources and lock up.

The following items are not allowed in the Library:

Scanners and cameras; contact Library Office to have your documents scanned at a fee.

Food, drinks, water and sweets;

Needles, toothpicks and other sharp objects;

Bags and files. The Library staff reserve the right to inspect your bag/file after a visit.

Do not use your mobile phone in the Library. Avoid making noise in the Library.

12.4 Borrowing & Returning Books

Borrowing facility for students studying at the Institute is a right.

Each student is given a numeric code which permits borrowing and using the Library software with the help of a staff.

Borrowing Schedule

Cert. Students 2 books for 7 days.

H/C students 3 books for 7 days.

Dip. Students 4 books for 7days.

Due materials

Borrowed library material should be returned at least, 15 minutes before the Library closes at 9.00 pm each day (4.30 pm during vacation).

Ensure that:

The front desk personnel check out the book in your name...

Drop all books due into the Book Return. Do not leave them on the Library Reception Desk.

Return all books in your custody should you be absent from the Institute for prolonged times.

12.5 Reservation

If you need a book that is out on loan please ask at the Reception Desk and fill in a *Reservation Slip*. The book(s) will be traced and you will be notified when it is/they are returned to the Library. Students are requested not to transfer any book(s) in their custody to other students/library users.

12.6 Fines

A fine of ₱5.00 per book per day will be charged for overdue books. The same charge applies for books taken out without the proper procedure. Students can only take out books after they have settled all fines. Failure to settle fines will result in suspension from use of the Library service.

Do not under any circumstance mark or deface a book/publication. All books will be checked before and after borrowing. Sanctions will be applied for defacing books. The cost of cleaning a book to remove marks will be charged to the student if a book is marked or defaced.

12.7 Lost Materials

Cost of replacing Library material that has been misplaced is three (3) times the cost of the material plus the cost of processing the replaced material.

12.8 Photocopying

Please provide all the necessary information on Photocopy Slip for every document you want photocopied. An appropriate fee for photocopies is made and students are to make payment for copies requested for before copies are handed to them.

13. HOSTEL ACCOMMODATION

At the moment there are no self-catering units and students are not allowed to eat in the rooms. Further details have been posted in each room.

14. CAFETERIA MEALS

Meals are served at all meal times. Special arrangements can be made for meals to be packed for field trips/excursions.

15. HEALTH CARE

The Tamale Teaching Hospital which is located in Kuku, will attend to routine outpatient attention and other cases referred to it. Cost is borne by the student, except for Ghanaians on the National Health Insurance Scheme. Students coming from outside of Ghana are advised to arrange additional health insurance cover.

16. PASTORAL CARE AND COUNSELING

The Institute arranges pastoral care and counseling services for students as needed. Initial contact for this is the Institute Chaplain.

17. GROUP VISITS

If a student/staff wishes to bring a group of friends/church members to the Institute and desires any input from staff in

terms of lectures or seminars, the person should notify the Institute in writing at least seven working days in advance. Rates for use of Institute facilities apply for such visits.

16. FEES AND SPONSORSHIP FUNDS

Financial responsibilities of students would be spelt out in written form at the start of each student's studies. Unless specifically arranged with the Registrar, all fees payable are to be paid in full at the beginning of the year in question. Where students are granted special dispensation in terms of payment of fees, they should ensure that the arrears do not add up to the fees for one academic year. Should this happen, the student will be advised to suspend studies until this has been cleared.

Sponsors may arrange to have the Institute administer the allowances and other expenses payable to the students on their behalf. It is expected that this arrangement would be made prior to the beginning of the session in question. All other students will be expected to meet their expenses such as accommodation, meals, travel and other costs on their own.

17. MAILS

Postal mails should be addressed to The Dunamis Bible Institute, P.O Box TL2966, Tamale, N/R, Ghana. There is a post office in Tamale town for postal services.

18. ENQUIRIES

Any further enquiries and clarification of issues not covered in this handbook may be directed to the Registrar's Office.

May 2020