Columbia

International University

European School of Culture and Theology, Korntal

At the AWM gGmbH

Student Handbook

General Information

for all ESCT-Degrees and Certificates

Year 2021-22

ESCT-Student Handbook

Summer 2021

Columbia International University

European School of Culture and Theology

At the AWM gGmbH

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EDITORIAL

Education as Service to Others

Our students do not learn for themselves. What they learn they pass on to others and apply it in their serving of many people.

This is how **multiplication** happens – and as an educational institution we want to enable and promote it through high-quality and practice-oriented education.

The thematic „common thread" that runs through all courses and learning content lies in the **intercultural, international perspective**:

- The acquisition of knowledge about cultural differences.

- Promoting the appreciation of cultural diversity.

- The ability to sensitively deal with areas of cultural tensions.

Learning enriches, makes you see, creates new valuable thought structures.

Learning opens doors and provides new perspectives and new possibilities.

Learning also means getting involved in a growth process, following a path, having a goal.

Other people are needed on this path – fellow students, professors, the AWM team… It´s about being on the road as a **learning community**. Learning is a team thing!

Education is a privilege, an enormous possibility to reflect previous experiences and to shape the future. It is our goal to encourage our students to become **„Reflective Practitioners."**

In this way they can act in a reflective and well-founded manner in their service of others. From practice to theory and from theory to practice.

Such learning is related to the present and has future value.

If that is our common motivation … the study manual (with its many hints, tips and rules) will not "scare you off", but will be a help to cope with everyday learning.

If you have any questions - we're happy to help!

The AWM-ESCT team

Contents

1.   Columbia International University (CIU)

Since 1923 CIU has been training people for intercultural service. In the course of time, CIU has developed a multitude of service and training opportunities.

In the early years of the AWM-CIU cooperation it was possible to complete a maximum of 49% of the studies in Korntal. Students were able to finish their degrees with one semester in residence at Columbia.

Since 1995, ESCT-Korntal has been officially the German branch of CIU. Since then it has been possible to complete the entire Master's degree in Germany and in German. Of course, it still remains a great opportunity to spend one semester (or more) in the US.

Since February 2013 it is possible to complete the Doctor of Ministry (DMin) and Doctor of Philosophy (PhD) programs in Korntal.

CIU includes, among other things,

- a school with kindergarten to high school graduation - the *Ben Lippen School*;

- the *College of Arts and Sciences (CAS*) with various study concentrations which always include biblical and theological studies. The Bachelor degree we offer is housed in this faculty as well as in

- the *College of Intercultural Studies (CICS).* The following Master´s degrees offered at ESCT are housed in CICS:

    o   Master of Arts in Culture and Theology

    o   Master of Arts in Intercultural Leadership

    o   Master of Arts in Intercultural Studies

- the *Columbia Biblical Seminary (CBS).* In this theological studies department students are prepared for pastoral service as well as service in the intercultural context. The following degrees offered at ESCT are housed in this faculty:

    o   Master of Divinity

    o   Doctor of Ministry or Ministerial Leadership

- the *College of Education (CoE)* includes concentrations in the area of education. The following degrees offered at ESCT are housed in CoE:

    o   Education Specialist

    o   PhD Educational Leadership

Since 2006 the special area in International Theological Education has only been offered in Korntal.

2. AWM gGmbH (AWM)

2.1 Governance

The stakeholders of AWM are the Association of Evangelical Missions in Switzerland (AEM-CH), the Association of Evangelical Missions in Germany (AEM-D), and the Evangelische Brüdergemeinde Korntal.

Already in the seventies the AEM recognized the need for a continuing education programs for missionaries and thus founded the academy. The first courses were offered in the seventies in Monbachtal (close to Liebenzell). In 1984 the school moved to Korntal.
Since 2002, the AWM is registered as a non-profit limited company (AWM gGmbH). AEM-CH and AEM-D are still major stakeholders, in 2008 the Evangelische Brüdergemeinde Korntal joined the gGmbH.

George Peters, an American missiologist, was given the task to develop a program. At first attempts were made to reach recognition within the framework of German higher education. After this had failed, contacts were made to various evangelical universities in the USA. The reason for this was the necessity to give German missionaries access to an internationally recognized degree in German.

CIU was found to be highly compatible in vision and mission with AEM-core values (evangelical, interdenominational as well as preparing for intercultural service).

In addition to ESCT-programs, AWM offers a wide range of continuing education programs for cross-cultural workers.

President: Dr. Peter Westphal - pwestphal@awm-korntal.eu

2.2 European Institute for Migration, Integration and Islam Studies (EIMI)

Under the umbrella of the AWM is the European Institute for Migration, Integration and Islamic Topics directed by Yassir Eric. www.eimi-korntal.eu
Coordination: Diane Sachs - dsachs@awm-korntal.eu

2.3 Seminars and Continuing Education Programs

Apart from the ESCT-programs AWM offers a wide range of seminars and continuing education certificate programs – most of them available only in German.

https://www.awm-korntal.eu/en/page/seminars.html

These are open to anyone and there is no pre- or post-course work involved. Seminars last from one to five days. Participants receive a Certificate of Completion.
Coordination: Nadja Huss - nhuss@awm-korntal.eu

3. European School of Culture and Theology (CIU-ESCT) in Cooperation with Columbia International University

This Student Handbook deals with information, policies and procedures relating to all ESCT-degree programs. Leadership is provided by:

Interim Academic Dean: Tobias Menges – tmenges@awm-korntal.eu

Program Director of Doctoral Programs: Joachim Pomrehn, PhD – jpomrehn@awm-korntal.eu
Director of Institutional Development: Carmen Crouse - ccrouse@awm-korntal.eu

In all Policies, Rules and Regulations the CIU-academic catalog and student handbook applies. This ESCT handbook is a contextualization of existing policies for the Korntal-campus only. When in doubt, refer to the official CIU-documents on www.ciu.edu

4.   General Policies and Procedures

4.1   Academic/Formal Admission Criteria

Please refer to the program specific handbooks.

4.2   Personal Admissions Criteria

We seek applicants who
- passionately and competently spread the "good news" of Jesus Christ,
- do not shy away from cultural boundaries,
- actively participate in the mission of God "into all the world".

Applicants commit themselves to cultivate a lifestyle which applies Christian values and serves to underscore the credibility of the Gospel.

5.   Accreditation

An academic degree awarded by CIU therefore stands for both professional competence and personal theological conviction.

The professional and regional recognition and regular quality control of universities and their programs is carried out in the North American region by accreditation authorities, which are commissioned by the Department of Education (DoE) and the Council of Higher Education Area (CHEA). The examination committees are composed of faculty members of other member universities (peer evaluation).

The European School of Culture and Theology in Korntal is the German branch of Columbia, USA, and is entitled to complete the Master of Arts degree (Master of Arts in Intercultural Leadership / Culture and Theology / Intercultural Studies) Master of Divinity, Doctor of Ministry, Doctor of Ministerial Leadership, Education Specialist and PhD (International Theological Education). In addition, ESCT-Korntal is entitled to offer part of any other CIU-Columbia programs in Korntal and in German. CIU is recognized by the relevant regional and technical accreditation authority and is entitled to award academic degrees.

The professional authority

Association of Theological Schools (ATS)
10 Summit Park Drive
Pittsburgh, PA 15257-1103, USA

The regional authority

Southern Association of Colleges and Schools (SACS)
1866 Southern Lane
Decatur, Georgia 30033-4097, USA

The evangelical authorities

Association of Biblical Higher Education (ABHE)
5575 S. Semoran Boulevard, Suite 26
Orlando, FL 32822-1781, USA

On the German KMK website http://anabin.kmk.org/anabin.html CIU is listed with H +. Since February 2017, the graduate degrees at ESCT are accredited by the German Accreditation Council through **evalag** (www.evalag.de).

6.   Campus Community/Staff and Faculty Information

6.1   Campus Community

The fellowship on campus provides the opportunity for students to reflect on experiences as they live and serve in cross-cultural settings as well as connect with others who work in similar contexts. At the same time there is no permanent student community at ESCT since all programs are offered in a modular format without cohort approach. This handbook gives an overview of services provided and policies to be observed.

6.2   Contact Information Staff/Faculty

The email addresses are uniformly structured: first letter of the previous name, surname, @awm-korntal.eu - e.g. msailer@awm-korntal.eu

Staff/Faculty	Role/Function
Attarzadeh, Sassan	Chief Financial Officer
Böhm, Daniel	Public Relations and Marketing/Communications Manager
Eric, Yassir	EIMI Director
Fingerle, Ute	Accounting
Grossmann, Magnus	Admission Counselor, Academic Advisor (MA ICS, GLS, BIB), Faculty Member
Haumann, Karissa	Coordination EIMI, Director of Academic Services
Huss, Nadja	Coordination Seminars, Continuing Education Programs
Karle, Oliver	IT-Support, Moodle Manager
Kropf, Kasia	Faculty Coordinator, Applications
Lepter, Carolin	Admission Counselor, Academic Advisor (MA ICL)
Menges, Tobias	Interim Dean, Faculty Member
Moser, Karin	Assistant to the President
Obeng, Joana	Registrations, Invoices
Patulla, Heike	Librarian
Pomrehn, Joachim	Faculty Member, Academic Advisor for M.Div., MA (BIB), D.Min. and PhD
Rath, Simone	Human Resources, Registration Continuing Education
Sailer, Melissa	Admissions Office, Academic Advisor, Course Management
Spohn, Elmar	Faculty Member, Academic Advisor for MA (CTH), Coordinator Thesis and Internship with Essay & Colloquium

Staff/Faculty	Role/Function
Stoy, Dorothe	Front Desk
	Housekeeping
Westphal, Peter	President
Youssef-Steigmüller, Julia	Admission Counselor (Arabic Program)

6.3 Orientation

At the beginning of each on-campus period (usually during lunch on the first day of the class), new students receive a general introduction to their time on campus.

6.4 Living Together

We expect that everyone treats the facilities with care. Campus information is located in each room. We ask all students to make sure that
- they turn off lights and close windows when leaving a room.
- the doors are locked when the front desk is not occupied.
- any damage is reported to the front desk.
No alcohol is served at official functions on campus. Personal consumption of alcohol is the decision of each guest/student. Smoking is not allowed on the balconies or the school grounds. The misuse of alcohol and nicotine, as well as the use of pornographic, violent or other content that does not fit a Christian lifestyle, will lead to disciplinary proceedings.

6.5 Chapel

Chapel is held each class day from 10.00 to 10.30 AM and is held by students, staff, lecturers and guests. The topic of serving Christ across cultures is a constant theme during these times of prayer, worship and listening to God's Word.
We expect that students attend chapel whenever they are taking classes. Chapel is **the** central event of a day in which all gather together. Coffee break follows chapel and provides the opportunity for personal interaction. During chapel, the library and other services of the campus are not available.

6.6 Counseling Services

Times of study often bring out personal, emotional, spiritual challenges, which would not surface in day-to-day life. This is a chance to face these areas of life! We are certainly willing to talk with individuals, but we cannot provide pastoral care for a longer period of time. We are happy to arrange contacts with qualified counselors in the area. Many of them have intercultural experiences of their own or are mission-minded. In the case of specific mental, health or family problems, the school management should be informed in order to ensure the best possible care.

6.7 Class Information

Class room distribution, dates for library tours and other relevant information or dates are displayed on screens throughout the building.
The download center on the AWM-ESCT website and the Moodle Lounge contain further documents which are helpful for study and life at the AWM (module manual, library regulation, Harvard method, checklists, etc.).

6.8 Student Council

At the beginning of each course, class representatives are elected, who act as a link between the student body, the professor and the administration. Course representatives meet once per

on-campus-period with an administrator to share concerns, questions, praise and to receive updates from the leadership team on new developments.

Course representatives should have completed at least three courses at ESCT. This ensures that they are familiar with studying at Korntal, its staff, faculty and leadership team.

7.   The Theological Framework

Theology requires personal passion, clear communication and profiled positions. But theology also lives from its mission, its vision. The Mission of the Theology can be derived from e.g. Matthew 28 in this way:

> "…teaching them to observe all that I have commanded you."

That is why we value and promote academic work.

7.1   Unity in Diversity

The European School of Culture and Theology of Columbia International University in Korntal (at the Academy for World Mission) is an evangelical school, influenced by the German pietistic tradition.

The community of students, staff and professors, however, represents a wide variety of denominational backgrounds and church traditions. This wealth of experiences and traditions offers the opportunity to discover the rich diversity of God's people and to work with people from denominational backgrounds other than one's own. Learning to accept and respect Christians from traditions outside our own background is essential ministry preparation for multifaceted settings.

Every opportunity brings potential challenges and we therefore ask you to indicate your agreement to the following guidelines by signing this statement as part of the application process:

1. Respect, mutual acceptance and love in the Lord characterize the way we interact with each other. This applies especially to assignments and discussions in class and outside of the classroom setting, especially when dealing with controversial topics.

2. We are a learning community and not a local church. Therefore, opinions, signs of expressions and deeds/actions, which are viewed and weighed differently according to different traditions must be handled in a way which will not disrupt our community. This applies – among other topics – to views on baptism, eschatology, spiritual gifts, the role of women, etc.

3. Personal beliefs are accepted and may certainly be articulated. We expect everyone to articulate opinions with respect and acceptance of different views (see above). Students are expected to demonstrate a general willingness to reflect on their own theological convictions in the context of their studies and to practice respectful interaction with people who may not share the same convictions. An instrumentalization of issues that divide Christians is not acceptable.

4. The style of worship in chapel and prayer times corresponds to our institutional culture.

5. In case of complaints, please refer to our grievance policy in the student handbook.

With their signature, applicants confirm that they have read the CIU's basic beliefs and thus understand and respect the values and principles that underlie the CIU learning community and the spiritual tradition of CIU. They take note of and approve of the "Unity in Diversity" statement.

7.2   CIU's Doctrinal Statement

Teaching at Columbia International University (and its European campus, the European School of Culture and Theology at the AWM in Korntal) is based on the great fundamentals of the Christian faith, all of which center in the person of Jesus Christ, our crucified, risen, and glorified Savior and Lord. The following, together with other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of the CIU:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.

2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned, and fall short of the glory of God" (Rom. 3:23).

3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (I Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn. 1:12, 13), and are made new creatures in Christ (II Cor. 5:17).

4. God is One God, Who reveals Himself in three Persons, Father, Son, and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man. He was born of a virgin and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.

5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27). The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28, 29).

6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.

7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; I Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18, 19).

8. Jesus Christ will come again to earth the second time (Heb. 9:28), personally (Acts 1:11; I Thess. 4:16), bodily (Acts 1:11; Col. 2:9), and visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness foretold in the Scriptures (Matt. 24:29, 30, 42; II Thess. 2:7, 8; Rev. 20:1-6). (Candidates for graduation need not affirm the premillennial position.).

PART II. ACADEMIC INFORMATION

8. Course Information on Website

On our website you can find (www.awm-korntal.eu):

⇨ The current Student Handbook (revised each summer) in our Download Center.
⇨ Module Handbooks for all degree programs with goals, content, required/recommended reading for each course (Downloadcenter).
⇨ Registration for each course – on the individual course site. Registration deadline is usually 4 weeks prior to the on-campus period. Late registrations are possible up to 14 calendar days before the attendance phase. Please note, however, that the Moodle room will be open four to six weeks prior to the on-campus periods with assignments often due two weeks prior to the on-campus period.

9. „Blended-Learning" with Moodle

All courses include e-learning elements before and after the on-campus-phase. This combination of classical attendance phases and e-learning is called *blended learning*.

A video guide for the login is available. This video can be viewed independently of personal access information.

For logging into the respective Moodle "classroom" the access information will be sent by e-mail upon registration (no later than two weeks before the start of the on-campus-period).
General access to Moodle: https://moodle.awm-korntal.eu
Each "virtual classroom" includes an introduction to using Moodle.

9.1 Modules and Courses

CIU/ESCT´s study courses are divided into modules (courses = in internal language usage), which in addition to lectures integrate elements of seminars, assignments and self-study. The modules are thematically focused and clearly defined in terms of time.
Each module consists of three phases.

9.2 Course Formats

The on-campus phases of courses may be offered in different formats which are comparable in scope – please see the current academic catalog or the website.

Generally, each course consists of 3 US credit hours which corresponds to 5 ECTS points.

The formats for the on-campus period in the academic year 2021/22 include:
- Compact/on-campus phase (phase 2): Monday to Friday, usually with all-day lectures
- Weekend-Online-Course (6 Saturdays)
- Evening-Online Course (12 weeks)

Phase		Time Frame	Work Load
Phase 1 Pre-campus	online, partially interactive	Begins 4-6 weeks prior to on-campus period	20-30 hrs.
Phase 2 On-campus	Face-to-face at Korntal	Mon – Fri	30-35 hrs.
Phase 3 Post-campus	Assignments	Course ends eight weeks after on-campus period. All assignments due.	Approx. 80 hrs.
			Approx. 150 hrs

Weekend-Online Course:

Phase		Time frame	Work load
Phase 1	online, partially interactive	1-2 weeks prior to phase 2	5-10 hrs.
Phase 2	Online classes (live video conference)	6 consecutive Saturdays	6x 5 hrs. video sessions plus personal studies in-between
Phase 3	Assignments	8 weeks after 6th Saturday	Ca. 80 Std. Bzw. 1-2 Tage/Woche
			Approx. 150 hrs.

Evening-Online Course:

Phase		Time frame	Work load
Phase 1 + 2	Online classes (live video conference)	12 weeks	12x 2,5 hrs. video sessions plus personal studies in-between
Phase 3	Assignments	3 weeks after 12th evening	1-2 days/week
			Approx. 150 hrs.

9.3 Daily Schedule

Compact week Mon – Fri		
First day	Other days	Last day
	Breakfast 7.30	Breakfast 7.30
	8.00 – 8.50	8.00 – 8.50
	9.00 – 9.50	9.00 – 9.50
Welcome 10.15 – 10.45	Chapel 10.00 – 10.30	Farewell 10.00 – 10.30
Coffee break (Welcome Snack on Tuesdays)		
11.00 – 11.50		11.00 – 11.50
12.00 – 12.50		12.00 – 12.50
Lunch – 13.00		
(Tue Library Orientation 13.35) (Wed Data bases Orientation 13.35)		Self-study; times for meetings with study advisors
14.30 – 15.20 (not Friday)		
15.30 – 16.20 (not Friday)		
16.30 – 17.20 (not Friday)		

10.   Required and Recommended Reading, Bibliography

Each course includes required reading. Information can be found in the Module Handbook (Modulhandbuch) and in the Moodle room of the respective course.

Core literature (recommended reading) includes substantial titles on the subject, which helps students to achieve the learning objectives. It is to be found in the module manual and in the Moodle room of the respective course.

The bibliography is a detailed (non-exhaustive) list of relevant literature on the subject. It is to be found in the Moodle room of the respective course.

11.   Assignments

Each course consists of a number of assignments from which the final grade is derived. Each assignment is listed and explained in the Moodle classroom. This includes information on how the assignments are weighted for the final grade. The most common assignments are:
-    Book review
-    Exegetical paper
-    Reading journal/list
-    Team projects
-    Class presentation
-    Active participation in class
-    Term paper
-    Exercises
-    Interviews / fieldwork
-    Exams
-    Portfolio

12.   Individual Options

12.1   Proficiency Exams

Proficiency exams may be taken by students within one year from the date of matriculation. They offer the opportunity to document knowledge in course content which cannot be transferred in.
Specific regulations can be found in the program-related parts of the student manual.
For preparation students will receive information with regard to the contents and requirements of the corresponding ESCT-course. An exam will be designed which will be taken under supervision in Korntal.
The entry exams are passed if 77% of the possible points are reached. In this case, the proficiency exam replaces the corresponding course on the transcript. The grade will be registered (only if passed). A failed attempt is not recorded on the transcript.
Administrative process:
A checklist, which also serves as the registration form, is available in the Moodle Lounge. The first step is to contact the academic advisor.

12.2   Faculty Directed Study

A *Faculty Directed Study* (FDS) allows for the independent study of a specific area or theme as an individual or group under a supervising professor.

<u>Process</u>

The Academic Advisor is the first point of contact regarding an FDS.

Legitimate Reasons for an FDS are:
-   The student desires to develop a theme relevant to his/her ministry which is not covered by regular courses; **OR**
-   A required course is not offered in the *student's last term* and neither an alternative course nor an online course is available.

An FDS cannot be requested for courses offered during a term.

The academic advisor consults with the academic Dean about the request. The supervising professor will be approached by the academic advisor or the academic Dean.

A syllabus will specify content and requirements for the FDS. An FDS consists of 50 study hours per semester credit. The study hours may include attendance at lectures in courses that relate to the topic of the FDS.

Work on the FDS may begin as soon as the syllabus has been approved by the Academic Dean.
-   The Academic Advisor is responsible for completing the checklist.
-   The FDS will be registered as soon as the checklist is completed and turned in.

13.   Tuition and Fees

Fees for our guest rooms and cafeteria are found on our website.

General Fees

Application Fee:	€90
Registration Fee:	€40/course
Late Registration Fee:	€20/course (additional)
Re-Entry Fee:	€60
Graduation Fee:	€105

Tuition rates are published in the ESCT-catalog and on the website.
Members of an AEM-Mission (German or Swiss) as well as members of the Evangelische Brüdergemeinde Korntal will receive a discount on course fees. Students who are in the process of applying to an AEM-Mission or are new members of the Evangelische Brüdergemeinde Korntal receive the subsidized AEM tuition rate for their next course (as far as applicable to the respective category)

- upon receipt of the confirmation letter from the mission's organization of the accepted application
- upon receipt of the written declaration of intent from the mission organization concerning the applicant´s acceptance as a candidate.

Spousal Discount

The spouses of students in any of the <u>MA programs</u> may take a course at half price (as a regular student or an auditor), IF the student has registered and paid for 2 regular courses. Please check the appropriate box on the registration form!

13.1 Billing Period

Usually bills will be issued and sent out by email during the on-campus period and are due within two weeks of the invoice date.

All courses registered for the respective term will be billed. Contact Sassan Attarzadeh in case of questions: sattarzadeh@awm-korntal.eu

The graduation diploma will be released only after all invoices have been paid in full.

13.2 Withdrawal Policy – Effects on GPA

Withdrawing from the course prior to the 12th class unit, the course will show on the final transcript as *withdraw/passing*. It does **not** affect the GPA.

Any course dropped **after** the beginning of the 12th lecture date will be entered as "*Failed"* (F) and the GPA will be affected. Successfully repeating the same course (including renewed payment of all tuition and fees) can neutralize this grade.

Up to this point, the course will be listed as "withdraw" on the final certificate. This does **not** affect the average grade!

Withdrawal due to medical reasons or severe personal circumstances (i.e. death of a family member) is possible at any time during a course. Refund regulations remain in place (see below), but the withdrawal will not affect the GPA. Documentation of the reason for withdrawal is required.

13.3 Tuition Refund Policy/Cancellation Fees

The registration deadline is four weeks prior to the on-campus phase. Late registrations are possible up to 14 days prior to the on-campus phase. The fee is an additional €20.

It is possible to cancel a course before the beginning of lectures (prior to phase 1) by writing a short email to esct-registration@awm-korntal.eu .

To withdraw from a course during lecture period (beginning in phase 1) fill out the form „Course withdrawal" in the Moodle Lounge downloadcenter **after** consulting your study advisor.

Unfortunately, cancellations incur costs. The following rules apply to the proportional reimbursement of tuition fees:

Withdrawal up to 4 weeks before the beginning of the on-campus-period:

- No costs incur.

Withdrawal up to 14 days before the beginning of the on-campus-period:

- Refund of **80%** of the fees.

Withdrawal up to 1 day before the beginning of the on-campus-period:

- Refund of **50%** of the fees.

Withdrawal on the first day of the on-campus-period or after:

- No refund or full invoicing.

Please note: Registration fees as well as late registration fees are never refunded. Reimbursement of fees only applies to the general course tuition fee.

14. Academic Information

Preliminary Remarks:

As a branch of CIU, the current catalog (Academic Catalog) at CIU-Columbia is the final binding document for all academic questions. The courses offered at ESCT (CIU´s German Branch), as well as the current copy of this *Handbook*, are excerpts which have been adjusted to the German context both linguistically and where necessary, factually. These linguistical and factual adjustments do not deviate in any foundational manner from the recognized programs, course of studies, rules and policies of CIU. The entire program, covering content, development, ethos and degree, is a CIU program including the important CIU characteristics. The legal entity is the *Columbia Biblical Seminary,* a department of *Columbia International University,* which grants the academic degrees of Master of Divinity *(MDiv)* and Doctor of Ministry (D.Min.). The *College of Intercultural Studies* grants the academic degrees of *Master of Arts*. The legal entity for the Education Specialist (EdS) is the *College of Education.*

14.1   Student Status

During the application process, the study program and the study plan is discussed on an individual basis. In the official acceptance letter (after receipt of all application papers) the actual student status will be confirmed in writing.

The following categories are possible:

Regular Students

Meet all the prerequisites and are accepted into their respective program without restrictions.

Non-degree Special Students - NDSS

NDSS-students take courses for credit, fulfill all assignments and receive a grade. These students, however, are not (yet) working toward a degree. It is possible to request a transcript for completed course work. A maximum of 4 courses (=12 SE) can be taken in this status.

Probationary Students (Provisional Acceptance)

Probationary status occurs when it is not yet ascertained whether the respective program is the most appropriate option for the student, or when there are other reservations concerning the applicant. If the first four courses have been completed with a grade point average that is above the minimum for the respective course, a decision can be made to continue the program. The student will receive written notice of the decision.

Students in a certificate program without a Bachelor's degree are automatically placed on probation for the first four courses.

Auditors

Register for a course and attend all lectures but are not required to complete assignments or take tests (exception: pre-campus course work doctoral studies). No grade will be given. The course may not be changed to credit at a later date. It is possible to only audit courses. In this case, the courses will be selected in close communication with the student's advisor. Any course is limited to no more than 25% auditors. Auditors have no claim to an evaluation or feedback of work handed in to the Professor.

14.2   Break in Matriculation

If students break matriculation for one to two full academic years a re-application is required which includes an updated resume, digital photo and at least one new reference. The student then comes under the academic catalog in place at the time of re-admission.

Students in graduate programs without a prior undergraduate degree (or its educational equivalent) must take <u>one course per academic year</u> to maintain their place in the program.

Courses that have already been taken will be added to the new degree program or the new study regulations; petitions may be required to cover compulsory courses with related courses that have already been taken.

If most of the requirements under the old study regulations are met, an application can be made to complete the program under these study regulations. This so-called "Completion Plan" is drawn up by the academic advisor and must be submitted for approval to the Dean's Office and the corresponding faculty in Columbia.

14.3   Structure of the Academic Year

General

A credit hour is the unit by which the performance / achievement of students is measured. For each course of 3 credits, one must count on approximately 150 study hours (BA 135 hours) - including 30 - 40 class hours. According to the American system 3 credits correspond approx. 5 ECTS-points (3 credits x 50 hrs = 150 hrs. 30 hrs (European) = 5 ECTS-points).

All assignments are due 8 weeks after the end of the on-campus-period.

Active participation in class discussions is a part of the grade.

14.4   Course Categories

Required Courses

Each program includes required courses which must be taken by all students in the degree without exception. Some of these courses are to be taken at certain points throughout the program – please contact your academic advisor for detailed information.

Designated Electives

Each program requires a certain number of credit hours in a concentration area without pre-scribing individual courses (i.e. X credit hours from CTH). Students select these courses in con-sultation with their academic advisor.

Electives

All programs allow for free electives, which can be chosen from any of the courses offered. Courses are to be chosen in consultation with the academic advisor.

14.5   Evaluation Criteria and Guidelines

Class Attendance

Class attendance is mandatory. Registering for a course obliges students to attend class. In the case that a student cannot attend an individual lecture for compelling reasons, an explanation must be submitted to the Dean (email is sufficient) with the professor and the study advisor copied in. The Dean communicates his permission to miss the class to all involved by e-mail.

Students are responsible to

- inform reception in case any change in their booking of meals or accommodation needs to be made.

- make up for the content of the missed lecture. Recording a lecture may take place only with the consent of the professor and is to be limited to personal use only. The AWM will not supply a recording device.

A maximum of one day of classes may be missed without endangering successful completion of the course.

Unexcused absences may result in the docking of a grade.

Medical Issues During a Course

If a student becomes ill so that a course that is already in the on-campus-phase cannot be successfully completed, the course will be registered with a "Medical Withdrawal" after submitting a medical certificate. There is no assessment and no credit earned. The course can be repeated and a refund is made according to the regulations (see above).

All regulations for withdrawals refer to the beginning of the on-campus-period as the starting point of the course, not the beginning of phase 1 on the Moodle platform.

Teaching Formats and Styles

The professor is free to choose the style of lecture and teaching aids (lecture, seminar, discussion...). Classes must be fully completed by the professor. In case of a longer illness of the professor, the school leadership will provide an adequate substitute.

It is the professor's prerogative to establish reasonable expectations for the course - these are laid out in the Moodle room before the beginning of a course and may not be expanded upon. The requirements are in accordance with the North American accrediting standards and the *Dublin Descriptors*.

Assignment Due Dates

All assignments for a course must be handed in to the professor via the Moodle platform within eight weeks after the end of the on-campus-period.

In the case of a justified hardship an extension may be granted by the professor. Extensions for a period longer than professors can grant must be applied for and approved by the Academic Dean (maximum of 30 days). In this case the course will initially be graded and documented as *Incomplete* (I).

Student's Requests for Extension

The student has 8 weeks after the on-campus phase to complete all assignments. Professors then have 4 weeks for grading.

1) The student may receive extension at the professor's own discretion <u>as long as they keep the due date for submitting their grades.</u> A new deadline must lay within the 4-week period the professor has to finish grading. The student has to communicate the new deadline by email/via Moodle to the professor with an explanation of his/her cause.

2) Any request for an extension beyond the deadline for submitting grades:

    a) must be directed by the student to the Dean's office <u>per email</u> (tmenges@awm-korntal.eu) with copy to the professor (the professor`s email address can be found in his/her Moodle profile). This request needs to briefly explain the reason for requesting an extension and propose a definite date, by which the student will hand in the assignment.

b) The Dean will communicate the decision to the student, with a copy to the professor, and the registrar.

c) In case of permission the student receives an "I" for Incomplete in his/her audit as long as the grading is not finished.

Assignments which are handed in too late are usually docked a grade. Should an extension date not be met, the "I" will be changed to an "F" (= Fail), unless a further extension is approved.

Grade Point Average   (GPA)

The minimum grade point average for graduation is

- Undergraduate/BA: 2.0 GPA (grade C)

- Graduate/MA: 2.5 GPA (grade between B- and C+)

- PS PhD: 3.2 GPA (grade B+)

- PS DML: 3.0 GPA (grade B)

Students are responsible to check their GPA regularly via their audit (accessible through my-CIU). The GPA is important because it describes the performance limit that must not be undercut. If this is the case, the program cannot be completed successfully.

Academic advisors also monitor their students' GPA and will offer advice at the earliest signs of getting close to the minimum GPA.

14.6 Course size

The basic goal is that ALL courses take place - so there is no absolute minimum number of participants.

In the event that a course has to be canceled (decision of the school leadership in consultation with the lecturers), pro-active alternatives are offered to the students concerned at least two weeks before the on-campus-phase. A course may be replaced by a faculty directed study.

At the same time, there are courses with a maximum participant limit. Such a limitation is noted on the website of the respective course and the registration date decides on the acceptance into the course.

14.7 Transfer Credit

Within the curriculum of the *degree* programs, studies completed at other schools may be used for credit if they meet the following requirements:

☐ studies must be taught on the same academic level and have similar prerequisites to (ATS) accredited schools,

☐ grade may not be lower than C (doctoral level: B+) according to the grade scale of CIU,

☐ studies must be comparable in terms of time (150 hrs for 3 credits)

☐ course content must relate to the course of study at ESCT, and

☐ courses and grades must be documented with an official *Transcript*.

ESCT-Korntal determines which courses will be accepted for credit. Please see the program specific part of the student handbook for limits on transfer credit for the various degrees.

If the study credits are not classified according to the North American system, they may have to be converted (e.g. from British modules to American credits).

14.8   Examinations and Documentation

Transcripts

A personal file is kept for each student which, in addition to the application and correspondence, also contains all forms and information relevant to the student's course of studies (petitions etc.).

Official documentation takes place in Columbia where a student´s "account" is maintained electronically. This includes the courses taken, the student's grades and the average grade. Each student receives access information to his/her account at the beginning of studies and can access relevant information as well as grades.

A student may request an official transcript from CIU-USA which lists all courses and grades. Request can be made at

<p align="center">www.ciu.edu/transcript</p>

A free transcript is sent with the diploma after graduation; all further copies will require a processing fee. Payment via credit card.

Complaints/Grievances
If a person feels unjustly treated, or if there is another reason for a complaint, first of all the student should speak with those concerned in order to seek a consensual agreement. Should conflicts arise, which cannot be solved satisfactorily by the persons concerned, the course representative is first consulted, and finally the leadership team.
For more information see the "Grievance Policy" of CIU - www.ciu.edu/policy

Should the grade for a paper be questioned, the student should first speak with the professor directly. If no agreement is reached, the student may consult the Dean. After three months the right of appeal is no longer possible; legal action is barred.

14.9   Disciplinary Cases/Plagiarisms

ESCT-Korntal reserves the right to appeal in cases of misconduct by students. Plagiarism is not tolerated in any case and is consequently prosecuted as well as punished. If no insight or agreement is reached, the exclusion from the university or from the academic program can **be the most severe measure.** In this case, the faculty must be heard.

We follow CIU's official "Plagiarism Policy" – www.ciu.edu/policy

When Adjunct Professors are involved, the academic advisor handles communication with the student and also evaluates the revised assignment (with another ESCT-colleague).

Re-examination

Should a professor permit a re-examination due to extraordinary circumstances, this must take place within two weeks after the end of the on-campus-period. The grade of the re-examination will be included in the total grade.

14.10   Graduation Requirements/Application for a Diploma

In all programs, the following conditions apply to the granting of the academic degree (specific regulations are found in the program-related parts of the student manual):

- All parts required for the program are successfully completed in content and scope.

- Minimum GPA is reached

- Maximum time allowed for completing the degree is not exceeded

- All invoices are paid in full.

Diplomas are printed at CIU 3 times a year. The issuance must be requested separately (all [dates and forms](#) are found in Moodle Lounge).

14.11   CIU-Online Access

Upon admission each student receives a personal access code to the CIU-internal website.

Registration on myCIU website https://my.ciu.edu/

- Click on „Log in" at the top right and enter your access information.

- First time log in:

  Click on the yellow "Account" button at the top right and click on "my profile & setting". Select the "password and privacy" tab. Change the assigned password to a personal one and „save".

Access to your courses and grades

- Log on via https://my.ciu.edu/ .
- Choose „ACADEMICS"
- Bottom right: „MY UNOFFICIAL TRANSCRIPT"
- Under "Advising" you can view your academic performance under "My Degree Audit" or "My Advising Worksheet"

After the first login and at regular intervals, the passwords for access to CIU online pages must be reset for security reasons. A page will appear that will ask you to change the password.

CIU has implemented a process to retrieve a forgotten password. After logging in, you are prompted to select three questions from a list and save the corresponding answers. This step must not be omitted and is particularly important when you do not frequently log on.

Help is available by contacting helpdesk@ciu.edu – or msailer@awm-korntal.eu

14.12   Individual Current Study Overview
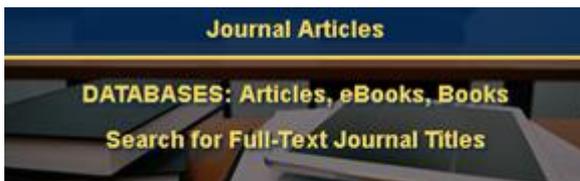Website: https://my.ciu.edu/

Access information is the same as for the CIU database. You can email Melissa Sailer for the access information: msailer@awm-korntal.eu

The study overview (audit) can be accessed via the following path: Academics => Home => My Course needs => click here to see the course needs => my course needs.pdf

14.13   CIU Databases
CIU provides students with free access to numerous databases in which bibliographic data as well as full texts of essays and e-books can be found (https://my.ciu.edu/ics):

•Login (for access information email Melissa Sailer msailer@awm-korntal.eu)
• Go to "Library"
• Go to "Databases"
• Scroll down to the suitable database (ATLA; ERIC, E-Books von EBSCO, Ebrary, etc.) Here you need to type in your access information again.

Further information:
- Library orientations at the start of each on-campus-period
- During THE 5305 Mission & Methods of Theology
- In the Moodle Lounge.

14.14   CIU Online Courses

CIU-USA offers a variety of online courses. Online courses are taught in class from home. Fixed dates and exchanges with fellow students enrich the learning experience and clearly structure the course content, while the weekly classroom videos can be viewed at any time.

Those interested in online courses should ideally first contact their own study advisor.

How do I register for a course?
Contact your academic advisor (Korntal) by sending the neutral registration form (Korntal specific form: "Blanko-Einschreibeschein") to be found in the Downloadcenter of the AWM-ESCT website. Fill in all relevant information. Your advisor will then sign off on the form if the course fits your program and the registrar at Korntal will then register you for the course.

How much do the courses cost?
For course costs please see: http://www.ciu.edu/online-degrees/tuition-financial-aid. A normal course is 3 credits = $1530 (academic year 2021-22). Registration and Technology fees are automatically added to the bill.

How do I pay for the course?
To access the bill: Make sure you have a myCIU password to access the online platform (available from the Admissions Officer at Korntal). Log on. Go to tab Finances > Home > My Student Information and click on Course and Fee Statement. This will generate a pdf bill, which you will need to click on to see and print out.

Payment: Make sure you have a myCIU password to access the online platform (available from the Admissions Officer at Korntal). Log on. Go to tab: "Finances".
Click on "My Account Balances"

Then "Make a Payment"
Then "Online Full Payment"

A new screen pops up with factstuition.com in the address line. Follow instructions. You will need your CIU Student number which should be listed at the top of the bill. At address, enter "SC" for "State". This doesn't have an outworking on the payment.

Once the process is completed, you will receive an email from ecashier@factsmgt.com providing you with an "agreement number". Should any questions arise about payment you will need this number! A few days later another email will come from NoReply@factstuition.com with a Confirmation Notification listing the information with which you have paid.

Once registered, how do I find my course?
If you need access to a syllabus earlier in order to buy books or view course assignments visit the online bookstore or https://my.ciu.edu/ICS/Registrar/Syllabi.jnz.
To log into O-section courses, you can log on to my.ciu.edu and click Moodle (top of screen). Once you are in Moodle, look under My Courses (right side of screen). Another option is to log directly into Moodle at courses.ciu.edu (NOT www). Use your same MyCIU username and password.
To log into V-section courses, you can log into my.ciu.edu and click CIUonline (top of screen). Once you are in Canvas, click Courses tab (left side of screen) to locate your course site.

If you have further questions: https://my.ciu.edu > Help > Frequently Asked Questions > Registration Questions

At the following address you will find a **tutorial** which explains the registration process for CIU online courses step by step:
https://www.loom.com/share/36ad4228d5ef4b0790adad05730751a6

15.   Data Protection

15.1   Data Protection

AWM gGmbH (and thus Columbia International University - ESCT) is entitled to electronically store and process the data provided to it by students in the study contract along with any other relevant documents. The applicable provisions of data protection are observed by the AWM gGmbH staff.

AWM gGmbH is entitled to pass on student data that is required for the study or that are necessary for delivering the study program to third parties, in particular to Columbia International University, USA, and contractual partners, if this serves the purpose of the study programs (i.e. the fulfillment of the contract).
This storing of personal and study-relevant data into the systems of CIU is cross-border, i.e. not according to German privacy policy.

Origin of the Data:
With the application, the consent is given by the student to store personal data (double opt-in) within the scope of the study, including the storage and processing in CIU's own system (J1 = third country).

Students can at any time withdraw their permission to store and use their personal data. An objection to this is possible at any time. With the objection the exmatriculation from the respective study program takes place, since in this case the fulfillment of the contractual obligations is no longer possible for the AWM gGmbH.

Type of Study-Relevant Information Delivered in this Context:
-        Academic catalog - annually
-        Prayer requests and information updates - monthly
-        Newsletter – 3-4/Year
-        Direct mailings with information pertinent to changes in curricula and study programs within ESCT and across AWM
-        Invitations to events like commencement
-        Invoices and Reminders of unpaid invoices
-        Surveys
-        Course information
-        Confirmations of participation, transcripts, etc.

Communication Channels:
- paper based through the regular mail services
- tele-communication (phone / Skype / Zoom)
- E-mail
- Moodle
The employees of AWM gGmbH are required to comply with the provisions of the EU GDPR and the Federal Data Protection Act (BDSG). For these terms and conditions and the entire legal relationship between the AWM gGmbH and the students, the law of the Federal Republic of Germany applies.

Study-related personal information is stored and processed at Columbia International University, USA, in accordance with the Family & Education Rights of Protection Act (FERPA).

The students have sole copyright and in principle the hereof resulting rights of use on all written elaborations (study papers, theses, etc.). However, a publication, distribution, duplication as well as non-commercial and commercial utilization of the elaboration is only possible with the consent of the AWM gGmbH (and thus Columbia International University – ESCT).

15.2   Security

We desire the AWM to be a "hospitable inn" where students may experience both internal and external security.

We often have students and guests from sensitive fields of service around the world who need a secure environment.

Therefore, we require that (digital) photos will be used for personal use only. Photos with guests or students of the AWM may not be published in any form in print or social media in order to protect individual students.

The AWM will seek permission from individuals before publishing photos of guests or students in AWM promotional material.

16. Library

16.1 Introduction

It is our goal to make academic literature available to faculty and students for use in teaching, learning and researching in the areas of missiology, theology, intercultural studies and development.

With the breadth of our periodical subscriptions, we hope to help our users keep up to date on the latest research in their fields. The well sorted collection of periodicals provides an overview of important literature for each of the concentration areas of study.

We are always happy to help you find the materials you need for your research, whether studying or preparing to teach.

16.2 Service and Equipment

- Regular library orientations
- Research Support
- Introductions into the use of databases
- Online-catalog
- Wireless internet access throughout the campus
- 10 work carrels, 1 work station with a PC
- 1 multifunction copier/scanner

The Library is accessible for students, staff and faculty 24/7. Users must accept the library Policies (see Moodle Lounge) and must have taken the orientation to the library within the past two academic years.

Contact: biblio@awm-korntal.eu
                  Tel: +49(0)711-83965-230/231

16.3 IT Equipment and Support

The AWM works with Windows, therefore we cannot guarantee full service for other operating systems.

All rooms have network sockets and Wi-Fi is available throughout the campus.

A multifunction device can be used for copying, printing and scanning (see price display on the device - affordable to the cash register).

It is understood that this equipment may only be used for studies at AWM. The loading of pornographic, violent or other content that does not fit into a Christian life is expressly forbidden.

16.4 Use of Teaching Materials

Class notes, electronic data, syllabi, bibliographies, and other teaching materials as well as student notes are only for the internal use of regular, registered students and may not be made accessible to the public or given to a third party without the expressed permission of the professor. Lectures often contain copyrighted protected material or content which will be published by the professor in the future.