STUDENT HANDBOOK

CERTIFICATE OF THEOLOGY

DIPLOMA OF THEOLOGY

BACHELOR OF THEOLOGY

MASTER OF DIVINITY

ADVANCED MASTER OF DIVINITY

CERTIFICATE OF CHRISTIAN EDUCATION

CONTENTS

WELCOME MESSAGE

from the Principal

Dear Students,

Welcome to the Anglican Training Institute (ATI). We are dedicated to equipping pastors and members to build strong local churches throughout Sabah and beyond. Our focus is on fostering communities that are passionate in worship, powerful in preaching, and prepared for effective mission and evangelism. We are committed to providing a solid theological foundation rooted in the rich traditions of the Anglican Church.

Regardless of the fact that at times, academic qualifications do not guarantee ministry effectiveness and faithfulness, academic credentials are still valued and remain the standard measuring criteria used by others to assess us. People recognize us by our academic achievements, and often, we see the Lord opening up ministry opportunities and extending our scope of serving as we dedicate ourselves to worship and serve Him by studying His word and appreciating the traditions of His Church.

Blessings,

Rev. Canon Dr. Lin Khee-Vun, Principal

VISION, MISSION,
and CORE VALUES of ATI

Vision
Equipping pastors and committed members to build strong local churches throughout Sabah and beyond, characterized by passionate worship, powerful preaching, and preparedness for effective mission and evangelism.

Mission
To integrate theological education with practical ministry, ensuring that students grow spiritually, academically, and missionally. ATI aims to provide training that fosters a strong biblical foundation, leadership development, and engagement with contemporary ministry challenges.

Core Values
• Faithfulness to Scripture: Upholding the authority and integrity of the Bible in all aspects of teaching and practice.

• Spiritual Formation: Encouraging students to grow deeper in faith and develop a lifelong commitment to spiritual maturity.

• Academic Excellence: Offering rigorous and accredited theological programs to equip students for leadership and ministry.

• Community Engagement: Strengthening local churches and building a network of trained leaders and lay ministers.

• Mission and Evangelism: Preparing students to proclaim the Gospel boldly, engaging with local and global communities.

• Holistic Training: Balancing theory and practice through mentorship, field education, and hands-on ministry experiences.

HISTORY *and*
THEOLOGICAL COMMITMENT

Background of ATI and Its Founding Principles

The Anglican Training Institute (ATI) was founded to meet the growing need for standardized, diocesan-wide theological training within the Diocese of Sabah. Beginning as a small training initiative in 2009, ATI has since evolved into an accredited theological institute, offering structured programs to equip pastors, missionaries, and lay leaders for effective ministry.

ATI's Theological Stance and Denominational Affiliation

ATI is rooted in the Anglican tradition, committed to the historic Christian faith and Reformation principles. ATI maintains strong partnerships with Moore Theological College (Australia) and Logos Evangelical Seminary (Taiwan), ensuring a globally recognized and locally relevant theological education. Our curriculum is accredited by the Asia Theological Association (ATA), positioning ATI alongside respected theological institutions worldwide.

ACADEMIC PROGRAMS
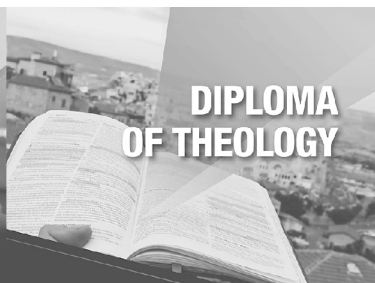## *and* PROGRESSION

OVERVIEW OF PROGRAMS

- Certificate in Theology (**CTh**)
- Diploma in Theology (**DipTh**)
- Bachelor of Theology (**BTh**)
- Master of Divinity (**MDiv**)
- Advanced Master of Divinity (**Adv. MDiv**)
- Certificate of Christian Education (**C.CEd**)

PROGRESSION REQUIREMENTS

To ensure academic excellence and proper theological formation, students must meet the following criteria to progress through ATI's programs:

Certificate in Theology (CTh) → Diploma in Theology (DipTh)

- Achieve a minimum CGPA of 3.0 in CTh.
- Demonstrate a foundational understanding of biblical and theological studies.
- Obtain a recommendation from a priest or pastor-in-charge.

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Diploma in Theology (DipTh) → Bachelor of Theology (BTh)
- Achieve a minimum CGPA of 3.0 in DipTh.
- Display competence in critical theological reflection and leadership skills.
- Meet any additional academic or practical ministry requirements set by the ATI Academic Team.

Bachelor of Theology (BTh) → Master of Divinity (MDiv)
- Graduates of BTh with a CGPA of 3.0 or higher are eligible to apply.
- Applicants from other institutions must submit official transcripts for exemption application.

Bachelor of Theology (BTh) → Advanced Master of Divinity (Adv. MDiv)
- ATI BTh graduates with a CGPA of 3.0 or above are eligible to apply.
- BTh graduates from other accredited seminaries may apply, subject to an internal academic review.

Applicants with Non-Theological Degrees → Master of Divinity (MDiv)
- Applicants with a recognized undergraduate degree in any field may apply.
- Additional practical ministry training or prerequisite coursework may be required.

ADMISSIONS *and* ENROLMENT POLICIES

GENERAL ADMISSION REQUIREMENTS

To ensure a structured and high-quality theological education, applicants must meet the following requirements:

Academic Qualifications

Each program has specific academic entry requirements:

- Certificate in Theology (CTh): Minimum SPM with 3 credits, including Bahasa Malaysia or English, or equivalent.
- Diploma in Theology (DipTh): Completion of CTh with a minimum CGPA of 3.0.
- Bachelor of Theology (BTh): Completion of DipTh with a minimum CGPA of 3.0.
- Master of Divinity (MDiv): A recognized undergraduate degree in any field.
- Advanced Master of Divinity (Adv. MDiv): A BTh with a CGPA of 3.0 or higher.
- Certificate of Christian Education (C.CEd): Open to individuals with a passion for Christian education, subject to ATI's evaluation.

Recommendation Letter

A written recommendation from a priest or pastor-in-charge is required for all applicants.

APPLICATION PROCESS AND REQUIRED DOCUMENTS

Applicants must follow these steps to complete their application:

1. **Obtain the Application Form**
   Forms are available at the ATI office (Wisma Anglican), local churches, or ATI's website (atidos.org).

2. **Submit the Completed Form**
   Applications must be submitted with the following:
   - A recent passport-sized photograph.
   - A copy of NRIC or passport.
   - Official academic transcripts or certificates.
   - Recommendation letter from a priest/pastor-in-charge.
   - A non-refundable application fee of RM100, payable via bank transfer or DuitNow.

3. **Interview Process**
   - Some applicants may be required to attend an interview for further assessment.
   - Additional tests may be required for specific programs.

SPECIAL CONSIDERATIONS FOR TRANSFER STUDENTS

ATI allows students from other institutions to transfer credits under the following conditions:

Minimum Academic Performance
- Credits will only be considered if the applicant has achieved a minimum grade of "C" or equivalent.
- The previous theological program must have at least 75% overlap with ATI's equivalent modules.

Exemption Tests or Additional Coursework
- Transfer students may be required to sit for an exemption test or interview to verify their competency.
- Some students may need to complete additional coursework to meet ATI's academic standards.

Credit Transfer Limits
- Certificate in Theology (CTh): Up to 70% of total credits.
- Diploma in Theology (DipTh): Up to 50% of total credits.
- Bachelor of Theology (BTh): Up to 50% of total credits.

Application for Credit Transfer
1. Complete the Application for Exemption form.
2. Submit an official transcript from the previous institution.
3. Provide the syllabus of the modules seeking exemption.
4. Pay an exemption processing fee of RM20 per module.
5. Await final decision from the ATI Academic Team.

ACADEMIC REGULATIONS
and POLICIES

GRADING SYSTEM AND ASSESSMENT CRITERIA

Grade Scale and Classification

The grading system follows the GPA scale:
- A (80~100, 4.00 GPA) – Excellent
- A- (75~79, 3.67 GPA) – Very Good
- B+ (70~74, 3.33 GPA) – Very Good
- B (65~69, 3.00 GPA) – Good
- B- (60~64, 2.67 GPA) – Good
- C+ (55~59, 2.33 GPA) – Satisfactory
- C (50~54, 2.00 GPA) – Satisfactory
- D+ (45~49, 1.50 GPA) – Conditional Pass
- D (40~44, 1.00 GPA) – Conditional Pass
- F (0~39, 0.00 GPA) – Fail

Weightage for Coursework, Examination, and Thesis
- Assignments and examinations contribute to the final grade as outlined in each course module.
- Passing both coursework and final assessments are compulsory to pass the module.
- Supplementary examinations may be offered for failed examinations, but the result will be capped at 50% (pass mark).

COURSEWORK, EXAMINATION, AND THESIS REQUIREMENTS

Policies on Assignments and Final Assessments
- Assignments must follow ATI's formatting and referencing guidelines (Turabian's Manual, Notes-Bibliography Style).
- Assignments must be submitted via ATI Moodle before 2:00 p.m. on the due date.
- Late submissions will receive a mark of 0%.
- Re-submission of failed assignments is allowed within one year, with a fee based on the program level.
- Poor handwriting in examinations will result in 10% mark deduction.

Dissertation Writing and Research Expectations
- Students are expected to apply evidence-based literature in their research.
- Plagiarism is strictly prohibited, and proper citations must be used.
- Thesis format must adhere to ATI's style guide.

LATE SUBMISSION, REASSESSMENT, AND APPEALS PROCESS

Penalties for Late Submissions
- Any assignment submitted after 2:00 p.m. is considered non-submission (0%).
- Extensions are granted only in exceptional cases (e.g., medical emergencies) and require prior approval.

Procedure for Academic Appeals and Reassessment Requests
- Appeals for grading must be submitted to the academic office with valid reasons.
- Reassessment for failed examinations is allowed within one year, subject to fees and conditions.
- Students failing three times must retake the entire module.

ATTENDANCE POLICY AND LEAVE OF ABSENCE PROCEDURES

Minimum Attendance Requirements for Courses
- Students must maintain at least 90% attendance in face-to-face classes, 70% in online classes.
- Failure to meet the attendance requirement will result in automatic failure.

Application Process for Temporary Leave or Deferrals
- Planned absences must be requested at least two working days in advance with supporting documents.
- Unplanned absences must be reported within two days of the missed class.

ACADEMIC INTEGRITY AND PLAGIARISM POLICY

Definitions of Academic Misconduct
- Plagiarism: Using another person's work without proper citation (including online sources).
- Collusion: Unauthorized collaboration on assignments.
- Fabrication: Falsifying research data or information.

Consequences for Plagiarism and Dishonesty
- Offenses are subject to ATI's Academic Malpractice Policy.
- Severe cases may lead to assignment failure or expulsion.
- Students are encouraged to track sources, paraphrase carefully, and use proper citations to avoid plagiarism.

STUDENT LIFE *and* CONDUCT

CODE OF CONDUCT AND
EXPECTED CHRISTIAN CHARACTER

At ATI, students are expected to demonstrate Christlike character in their personal lives, academic work, and ministry involvement. The following ethical and moral expectations guide student conduct:

Ethical and Moral Expectations for Students

- Live a life of integrity, humility, and holiness, reflecting biblical values in thoughts, words, and actions.
- Maintain honesty and academic integrity, avoiding plagiarism, deception, and any form of dishonesty.
- Uphold moral purity in relationships, practicing self-discipline, and avoiding inappropriate conduct.
- Demonstrate responsibility and diligence in coursework, ministry, and personal commitments.

Respectful Behaviour within ATI and Local Churches

- Treat faculty, staff, and fellow students with kindness, respect, and Christian love.
- Honour church leaders and members when participating in local church ministries.
- Use words that build up rather than tear down, avoiding gossip, slander, and inappropriate language.
- Resolve conflicts biblically and peacefully, seeking reconciliation when misunderstandings arise.
- Maintain a spirit of unity and cooperation within the ATI community.

DISCIPLINARY POLICIES & PROCEDURES

ATI upholds discipline as an essential aspect of spiritual growth and maturity. The following outlines the approach to handling misconduct:

CATEGORIES OF MISCONDUCT AND DISCIPLINARY ACTIONS

Misconduct includes, but is not limited to

- Academic dishonesty (e.g., plagiarism, cheating, falsification of documents).
- Disrespectful or disruptive behaviour towards faculty, staff, or students.
- Immoral conduct, including substance abuse, sexual misconduct, or criminal activity.
- Neglect of responsibilities in coursework, assembly attendance, or ministry involvement.

Disciplinary actions may include

1. Verbal or written warnings for minor infractions.
2. Probation for repeated or serious offenses.
3. Suspension or expulsion for severe violations, subject to ATI's academic team decision.

APPEAL PROCESS FOR DISCIPLINARY DECISIONS

Students who wish to appeal an academic decision (such as grades, assessments, or disciplinary actions) must follow these steps:

1. Submission of Appeal

- The student must submit a formal written appeal to the Academic Office within seven (7) days of receiving the decision.
- The appeal must include:
  - Student's name and program
  - The specific decision being appealed
  - Reason(s) for the appeal, with supporting evidence (e.g., medical reports, previous academic records, or relevant documentation).

2. Review Process

- The Academic Team will review the appeal.
- The student may be required to attend an interview or provide additional documents.
- The committee will assess the appeal based on fairness, academic policies, and any mitigating circumstances.

3. Decision and Notification

- A decision will be made within two (2) weeks of receiving the appeal.
- The student will be notified in writing, stating whether the appeal is successful or rejected, along with reasons.
- If successful, appropriate corrective actions (such as reassessment, regrading, or policy exemptions) will be implemented.

4. Final Appeal (If Necessary)

- If the student is unsatisfied with the outcome, a final appeal can be submitted to the Principal within five (5) days of the appeal decision.
- The Principal's decision will be final and binding.

ASSEMBLY ATTENDANCE & SPIRITUAL FORMATION

Spiritual formation is central to theological education at ATI.

Requirement for Participation in Assembly

- Students must attend all scheduled assemblies, which serve as a platform for spiritual sharing, encouragement, and follow-up.
- Regular participation is essential for spiritual nourishment, community worship, and personal growth.
- Assemblies provide opportunities for mentorship, testimonies, and discussions on faith and ministry.
- Failure to meet attendance requirements may result in academic penalties or disciplinary action, unless a valid reason is provided and approved by the academic office.

MENTORING AND DISCIPLESHIP OPPORTUNITIES

Mentoring for Spiritual Growth and Character Development

- Each student will be assigned a mentor (priest, pastor, or appointed leader) responsible for personal spiritual growth and character formation.
- Mentoring focuses on developing Christlike character, guided by the Fruit of the Holy Spirit (Galatians 5:22-23), which includes:
  - Love (1 Cor. 13)
  - Joy and Peace
  - Kindness
  - Goodness (Righteousness, uprightness for others)
  - Patience
  - Faithfulness
  - Self-control (including discipline in health and finance)
  - Gentleness
  - Discretion in relationships (opposite sex, family, elders, peers)
- The Mentoring Checklist is used to assess student progress and is a graduation requirement.
- Mentors may assess students through:
  1. Personal interactions (non-ministry activities).
  2. Supervision during ministry work.
  3. Feedback from appointed church leaders.

DISCIPLESHIP AND ACCOUNTABILITY SESSIONS

- Regular discipleship meetings and accountability sessions will be conducted throughout the academic program.
- Students are encouraged to cultivate a lifelong pursuit of godly character through mentorship relationships.
- The mentoring process aims to instil spiritual maturity rather than perfection.

PRACTICAL MINISTRY TRAINING AND ASSESSMENT

(Ideally, students should be involved in all the ministries mentioned below, as the checklist aligns with their modules. However, involvement may vary based on church settings and ministry opportunities.)

Certificate in Theology (CTh)

- Exercising the Gifts of the Spirit
- Living Victoriously
- Knowing the Will of God
- Praying Effectively
- Leading Worship
- Leading a Person to Christ
- Following Up with New Believers
- Counselling Effectively
- Preaching in Cell Groups
- Leading a Cell Group
- Leading a Strong Sunday Service

Diploma in Theology (DipTh)

- Running Alpha Course
- Running XEE
- Praying for Deliverance and Demolishing Spiritual Strongholds
- Leading a Team

Bachelor of Theology (BTh)

- Teaching
- Leadership Development
- Preaching
- Managing Church Administration

Master of Divinity (MDiv)

The MDiv level includes the same practical ministry aspects as **CTh**, **DipTh**, and **BTh** combined, ensuring a well-rounded ministry formation:

- Exercising the Gifts of the Spirit
- Living Victoriously
- Knowing the Will of God
- Praying Effectively
- Leading Worship
- Leading a Person to Christ
- Following Up with New Believers
- Counselling Effectively
- Preaching in Cell Groups
- Leading a Cell Group
- Leading a Strong Sunday Service
- Running Alpha Course
- Running XEE
- Praying for Deliverance and Demolishing Spiritual Strongholds
- Leading a Team
- Teaching
- Leadership Development
- Preaching
- Managing Church Administration
- Assisting in Pastoral Counselling, Preaching, and Teaching under Supervision
- Participating in Church Outreach and Mission Projects

Advanced Master of Divinity (Adv. MDiv)

The Advanced MDiv includes all ministry aspects of the MDiv program with additional emphasis on:

- Teaching
- Competency in Leadership Skills
- Mission Involvement
- Communication Skills

GRADUATION REQUIREMENT FOR PRACTICAL MINISTRY TRAINING

- This assessment serves as a graduation requirement for all programmes.
- Students will be assessed from the beginning of the program until the final semester of the graduating year.

COLLABORATION WITH CHURCHES, MISSIONARY ORGANIZATIONS, AND STUDY TRIPS

- ATI encourages cross-cultural ministry exposure, which includes study trips designed to broaden students' understanding of ministry in different cultural and church contexts.
- Study trips serve as an extension of classroom learning, allowing students to observe, participate, and reflect on various ministry practices in real-world settings.
- Participation in these activities helps students develop a deeper appreciation for global and local missions, equipping them for effective ministry in diverse communities.

STUDENT SUPPORT *and* RESOURCES

LIBRARY & DIGITAL LEARNING RESOURCES

- ATI provides library services with a collection of theological books, journals, and reference materials to support academic studies.

- Students have access to digital theological resources and online research databases for coursework, dissertation writing, and personal study.

- Guidance on research methods, citation styles, and academic writing is available to help students develop strong research skills.

- Library resources are exclusively for ATI students and should not be shared with others.

PASTORAL CARE & MENTORING SERVICES

- Faculty members and mentors are available to offer spiritual guidance, pastoral care, and personal mentoring.

- Students are encouraged to seek support in their faith journey, ministry challenges, and personal development.

- Regular mentoring sessions provide accountability, encouragement, and spiritual direction.

STUDENT COUNSELLING & WELL-BEING

- ATI recognizes the importance of mental health and emotional well-being and encourages students to seek help when needed.
- Basic counselling services and referrals are available for students experiencing stress, anxiety, or personal difficulties.
- The ATI community promotes a supportive and caring environment, fostering resilience and spiritual strength.

FINANCIAL AID & SCHOLARSHIPS

- ATI provides financial assistance programs and scholarships to support students in need.
- Eligibility for scholarships and aid is based on academic performance, financial need, and ministry involvement.
- Students may apply through the academic office, and all applications will be reviewed by the scholarship committee.

GRADUATION REQUIREMENTS *and* APPLICATION PROCESS

GRADUATION REQUIREMENTS

To be eligible for graduation from ATI, students must fulfil the following requirements:

1. Credit Completion and Academic Performance

- Successfully complete all required courses within their enrolled program (CTh, DipTh, BTh, MDiv, Adv. MDiv, C.CEd).
- Meet the minimum passing grade for all coursework, assignments, and examinations.
- Maintain a CGPA of 2.00 or higher for graduation clearance.
- Pass the mentoring and practical ministry assessments with a "Satisfactory" rating.
- Fulfil the English Proficiency requirement (if applicable).
- Settle all outstanding fees before graduation.

2. Attendance and Ministry Requirements

- Meet the minimum attendance requirements for classes and assemblies.
- Complete all required practical ministry assignments and assessments.
- Submit the Mentoring & Practical Ministry Checklists, signed by the pastor/mentor.

GRADUATION APPLICATION PROCESS

Step 1: Check Eligibility
- Ensure all academic, attendance, and ministry requirements have been fulfilled.
- Confirm that all financial obligations have been settled.

Step 2: Submit Graduation Application
- Complete the ATI Graduation Application Form
- Provide necessary details, including:
  - Personal information (Full name, student ID, program).
  - Academic status confirmation (completed credits, CGPA).
  - Ministry and mentoring assessment submission.

Step 3: Approval & Graduation Clearance
- The academic team will review the application and verify all requirements.
- Students will receive an email confirmation once the application is approved/ rejected.

Step 4: Graduation Service & Certificate Collection
- Graduates will be informed about the graduation service date and details.
- Those unable to attend the Service may arrange for certificate collection through the ATI office.

INSTITUTIONAL POLICIES *and* QUALITY ASSURANCE

COMPLAINTS & GRIEVANCE PROCEDURES

Steps to File Complaints about Academic or Student Life Concerns:

- Informal Resolution:
  Students are encouraged to first address concerns directly with the involved party or seek guidance from the Dean of Students to resolve issues amicably.
- Formal Complaint Submission:
  If unresolved, students may submit a formal written complaint to the Academic Team, detailing the nature of the concern, relevant facts, and any prior attempts at resolution.
- Review Process:
  The Academic Team will review the complaint, conduct necessary investigations, and provide a written response outlining the decision and any corrective actions.
- Appeal:
  Students dissatisfied with the outcome may appeal in writing to the Dean of Students within 10 working days, whose decision will be final.

STUDENT FEEDBACK & QUALITY ENHANCEMENT

Surveys in Academic Governance

- Regular Surveys:
  ATI conducts anonymous student surveys each semester to gather feedback on courses, faculty performance, and campus facilities.

CONFIDENTIALITY & DATA PROTECTION POLICIES

How Student Information is Stored and Protected:

- Data Storage:
  Student records are stored securely in both digital and physical formats, accessible only to authorized personnel.
- Privacy Compliance:
  ATI adheres to applicable data protection laws and regulations, ensuring that personal information is collected, processed, and stored responsibly.
- Access Control:
  Strict access controls and authentication measures are in place to prevent unauthorized access to student information.
- Training:
  Staff undergo regular training on data protection policies and best practices to maintain confidentiality and integrity of student data.

HEALTH, SAFETY & EMERGENCY PROCEDURES

Campus Safety Guidelines

Incident Reporting: Students and staff are encouraged to report any safety concerns or incidents promptly to the Administrator.

EMERGENCY CONTACTS AND RESPONSE PROTOCOLS

Emergency Numbers

In Kota Kinabalu, Sabah, Malaysia, the primary emergency contact number is 999, connecting you to the Malaysia Emergency Response Services (MERS), which includes police, fire, and medical assistance.

For direct access to local emergency services, here are additional contact numbers:

POLICE DEPARTMENT

- **Kota Kinabalu Police Department**
  Phone: +6 088 529222

HOSPITALS

- **Queen Elizabeth I Hospital**
  Phone: +6 088 517555

- **Queen Elizabeth II Hospital**
  Phone: +6 088 324600

- **Sabah Women and Children Hospital**
  Phone: +6 088 522600

- **Gleneagles Hospital Kota Kinabalu**
  General Line: +6 088 518888
  Ambulance/Emergency: +6 088 518911

- **Jesselton Medical Centre (JMC)**
  Phone: +6 088 366333

- **KPJ Sabah Specialist Hospital**
  Phone: +6 088 322000

FOR MENTAL HEALTH SUPPORT

- **Befrienders Kota Kinabalu** offers confidential assistance:
  Phone: +6 088 255788
  Mobile: +60 16-803 6945

FOR FREE AMBULANCE SERVICE

- **Lions Ambulance Service**
  Phone: +6 088-319699

CONTACT US

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