



Student Handbook



***“Send out your light and your truth; let them lead me;
let them bring me to your holy hill and to your dwelling!”
(Psalm 43:3)***

Student Handbook Mukhanyo

Table of Contents

PART 1 – INTRODUCTION	1
Letter from the Principal	1
PART 2 – IDENTIFICATION	3
1. Statement of Purpose	3
2. Mission and Vision	3
3. Philosophy of Education	4
4. Statement of Faith	4
5. The College History	5
PART 3 – POLICIES AND PROCEDURES	6
1. Info and Policies included in MTC Prospectus.	6
Detailed info regarding each Academic Programme	6
Admission Policies (S-01)	6
Assessment Policy – Students (S-02)	6
Attendance Policy (S-03)	6
Student Code of Conduct (S-04)	6
Student Discipline and Grievance Policy (S-05)	6
Disability Policy (O-01)	6
Health and Safety Policy (O-04)	6
Language Policy (O-05)	6
Student Fee Policy (S-07)	6
Student Bursary Policy (S-10)	6
2. Other Policies	7
2.1. Dormitory Policy (O-02)	7
2.2. Student Part-time Job Policy (S-06)	9
2.3. Library Policy (O-06)	10
2.4. Plagiarism Policy (O-09)	14
2.5. Graduation Policy (S-09)	17

2.6.	Certificate and Award Policy (S-11).....	21
2.7.	Appendix to Student Admission Policy (S-01).....	23
2.8.	Information and Communication Technology Policy (O-14)	24
2.9.	Dress Code Policy (O-10)	28
2.10.	Protection of Personal Information Policy (O-11).....	29

PART 4 – ACTIVITIES AND FACILITIES32

1.	Student Activities	32
2.	Library Facilities.....	32
3.	Text Books	33
4.	Conferences	33

PART 5 – GENERAL INFORMATION34

1.	MTC Office Hours	34
2.	Enquiries and Contact Details	34
3.	Devotions	34
4.	Campus Visitors.....	34
5.	Lost and Found Items.....	35
6.	College Calendar	35

PART 1 – INTRODUCTION

Letter from the Principal

Dear Student,

We greet you in the name of Jesus Christ our Saviour and King! We thank our God for your desire to study His Word in order to grow in Christian knowledge, spiritual wisdom and godliness.

You will learn many important truths in this programme of study at Mukhanyo Theological College. As you continue your studies, please keep in mind the following four instructions for your own personal benefit:

- 1. Study the Word.** The Bible, God's inspired Word, is your infallible guide for all matters in life. It is your main textbook for this module and for the entire programme of study at Mukhanyo. Meditate on this Word day and night, "for then you will make your way prosperous, and then you will have good success" (Joshua 1:8).
- 2. Trust in Christ alone.** Academic knowledge about God and His Word is never enough by itself. We must learn to live by faith in Jesus Christ. Faith in Christ means to learn more and more to trust Him in everything. Faith alone in Christ means that we must not trust other things in the place of Christ: nothing except the blood of Christ can save us from our sinfulness and make us right with God.
- 3. Walk in the Spirit.** Faith in Christ is demonstrated by a godly character and a spiritual walk of life. The person with a godly character is the person who most consistently acts like Jesus Christ (2 Peter 1:3-11). The person with a spiritual walk is the person who is empowered by the Spirit of Christ and displays the fruit of the Spirit (Gal. 5:22-23). Do not allow your academic studies to keep you from maturing in your personal godliness and walking spiritually closer to Christ each day.
- 4. Pray for grace and wisdom.** Your studies will not be blessed to the fullest extent unless you receive spiritual graces and wisdom from God. God has promised to give these graces. Our duty, while we faithfully study His Word, is to ask Him to give us these spiritual blessings. At all times remember that "the Lord gives wisdom; from his mouth come knowledge and understanding" (Proverbs 2:6).

Please also pray with us as we at Mukhanyo work to become a brighter light in our communities. We desire that the light of Jesus Christ will shine through us to witness more clearly the truth and love of God to all people.

May the Lord bless you richly as you study His Word! My prayer is that you all will *“grow in the grace and knowledge of our Lord and Saviour Jesus Christ. To him be the glory both now and to the day of eternity”* (2 Peter 3:18).

Sincerely,

A handwritten signature in black ink, reading "Brian A de Vries". The signature is written in a cursive style with a large initial 'B' and a stylized 'A'.

Dr Brian A de Vries
Principal

PART 2 – IDENTIFICATION

1. Statement of Purpose

The educational philosophy of Mukhanyo Theological College is based on the Bible as the sole authority of the contents of our curriculum, for evaluating truth, for determining practices and as the basis of our faith. The purpose of Christian education is to glorify God by teaching students about God, His laws and His love. Our goal is to teach a Biblical Worldview and to train students for a life of service within a college environment of academic excellence.

The Holy Spirit uses the Word through the entire educational process to cultivate the student's fellowship with God, to develop a Christian mind within each student, and to instruct the student in godly living. The faculty, lecturers, and staff, as born-again believers, must model the life of Christ as revealed in the Bible and develop personal relationships with their students. Students must be taught God's Word in order to know Him and thereby recognizing Him as the only source of truth. As a result of this teaching, the student will be able to interpret and integrate biblical foundations and truth, honourably applying his or her own God-given abilities and personality. Students will be taught the value of citizenship by understanding biblical concepts of freedom, human dignity, and authority. These skills will better equip the student to live and work with others at home, college, church, and in a changing society, thus becoming a committed servant and leader within the body of Christ.

2. Mission and Vision

Mission

Mukhanyo Theological College gives glory to God by equipping pastors and other Christians in Africa.

Vision

Mukhanyo Theological College is a decentralized training network with multiple sites in southern Africa that use our material and provide biblical education for church and society. Mukhanyo fulfils the needs of pastors and other Christians by offering education at various levels in theological studies. The multi-ethnic body of students at Mukhanyo receives biblical training for ministry in the African context. Mukhanyo serves churches by equipping their pastors and other Christians for promoting the growth of Christ's kingdom.

Objectives

- Providing relevant, high quality, holistic and affordable semi-residential and/or distance training.
- Providing biblically based training opportunities and facilities to church leaders for church and community development in Africa.
- Developing church leadership and administrative skills in order to inspire kingdom vision and to support the growth and development of churches.
- Equipping leaders, office bearers and members of churches to correctly understand and apply the Bible in their own environment.

3. Philosophy of Education

The educational philosophy of Mukhanyo Theological College is an extension of our Mission Statement and Statement of Faith.

We believe that the foundation of Christian education is the Bible. “All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Timothy 3:16-17).

Our lecturers are the embodiment of our college’s beliefs and values. They are spiritually mature, well-qualified people who focus on academic excellence. They seek to enhance the development of each student spiritually, intellectually, socially and physically as it says in Luke 2:52. Our lecturers live their lives as full-time role models to students. “So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God” (Col. 1:10).

Our curriculum is academically excellent and honours our Christian heritage. It helps prepare students for higher learning and to impact the world for Christ. “Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you” (Matthew 28:19,20).

4. Statement of Faith

(See the Mukhanyo Prospectus for a complete version of the Statement of Faith.)

We, the Mukhanyo community (members, directors, staff, and lectures), in accordance with our individual faith commitments as expressed in our specific confessions, the Three Forms of Unity (Belgic Confession, Heidelberg Catechism, and Canons of Dordt), or the Westminster Standards (Confessions of Faith, Larger Catechism, and Shorter Catechism), or the London Baptist Confession of Faith – heartily affirm and commit ourselves to uphold the well-known solas of biblical reformation as the guidelines and yardstick for our biblical teaching at this college:

1. To God Alone the Glory (Soli Deo Gloria)
2. Scripture Alone (Sola Scriptura)
3. Christ Alone (Solus Christus)
4. By Faith Alone (Sola Fide)
5. By Grace Alone (Sola Gratia)

All members, directors of the board, and lecturers of Mukhanyo Theological College do heartily affirm and promise to uphold the doctrines of Scripture as stated above, which are explained in the above mentioned confessions.

We promise not to teach or communicate anything contrary to these confessions, and in the event that doubts might arise against us, we promise to submit ourselves willingly to an investigation by the Board of Directors. While under investigation, we promise to discontinue teaching or communicating the views in question.

5. The College History

In 1985 an experienced missionary, Rev. Bob Rebel, from the Christian Reformed Churches in the Netherlands wanted to plant churches in the KwaNde-bele area. According to custom, he had to go to the local traditional chief to pay his respects and request permission to work in the area. The chief asked him to come back the Sunday afternoon to appear before him and his “advisors in religious matters.” On his return a whole group of leaders of the African Indigenous Churches (Apostolic and Zionistic types of Churches) were waiting to meet him. They wanted to know how he intended to plant a church. He carefully explained that he would start with preaching and visiting people in their homes and teach baptism classes to those who show signs of interest and conversion. After their baptism he would continue to teach them so that they can become his co-workers in teaching new members. Later he would identify those who seem to have the gift of preaching and teach them how to preach.

They responded enthusiastically with the request: "Why don't you teach us as well. We are pastors, bishops and archbishops of churches, but we have never had any training whatsoever! Some of us cannot even read. We feel that especially the youth who have had more opportunities to become educated are looking down on us. We are afraid that we cannot reach them on their level of thinking anymore." These leaders formed an umbrella organization, which they called the KwaNdebele Churches Board.

The Board (now Masakhane Churches Board) requested assistance from the Mission Deputies of the Christian Reformed Churches in the Netherlands to start a Bible School. Their main objective was to see that their people (leaders and lay people) were provided with training to help them understand and handle the Bible properly.

The Christian Reformed Churches in the Netherlands saw this opportunity as a Macedonian call and responded positively by allowing Rev. Rebel to teach courses at several villages in KwaNdebele. This decentralized training, in which he met groups of leaders for two hours per week, was maintained for almost ten years. The church leaders soon declared that they now really **"saw light!"** This ministry became known as the Mukhanyo Bible School (Mukhanyo being the isiNdebele word for light).

The church leaders desired a centralized Theological College which their young people could attend a few days per week to receive more advanced training. Dr P.J. (Flip) Buys was called to start this extension of the ministry and in July 1994 a group of five students began their Diploma in Theology in a small church in Thembaletu who offered their vestry free of charge.

That was the humble start of an accredited College that today offers a range of programmes at six fulltime centres and a multitude of local learning sites. *To God be the glory!*

PART 3 – POLICIES AND PROCEDURES

Each student of MTC has access to a digital copy of the annual Prospectus and Student Handbook. By signing the Enrolment Contract at the beginning of each semester, he/she declares that he/she takes note of the information and policies included in these two documents and will adhere to it.

1. Info and Policies included in MTC Prospectus.

Please note that the following information and policies are included in the latest edition of the *Prospectus of Mukhanyo Theological College* which the students have to find and are obliged to read at: [Apply Now - Mukhanyo Theological College](#)

It remains the responsibility of the student to take note of all policies included in the Prospectus as well as those included in this Student Handbook.

Detailed info regarding each Academic Programme

Admission Policies (S-01)

Including:

1. Requirements for international students
2. Recognition of Prior Learning Policy
3. Credit Accumulation and Transfer Policy

Assessment Policy – Students (S-02)

Attendance Policy (S-03)

Student Code of Conduct (S-04)

Student Discipline and Grievance Policy (S-05)

Disability Policy (O-01)

Health and Safety Policy (O-04)

Language Policy (O-05)

Student Fee Policy (S-07)

Including:

1. Schedule A: Student Fees for that specific academic year.
2. Schedule B: Payment Schedule

Student Bursary Policy (S-10)



2. Other Policies

2.1. Dormitory Policy (O-02)

1. Introduction

This policy applies to staff and students at the KwaMhlanga campus of Mukhanyo Theological College (hereafter MTC).

2. Purpose

The following rules and regulations apply to the use of the dormitory on KwaMhlanga campus and serve to promote the convenience, safety, peace and welfare of the students on the premises, preserve MTC's property from abusive use, and make a fair distribution of services and facilities held out for the students generally.

3. Scope of Application

The students and staff of MTC acknowledge that these rules are sufficiently explicit in the prohibition, direction, or limitation of the student's conduct to fairly inform the student and staff member of required conduct and the students and staff acknowledge notice of these rules. This acknowledgement is indicated by the Student's signature on the MTC enrolment contract and the dormitory contract.

4. Dormitory rules

- 4.1. No person shall be in the dormitory while under the influence of alcohol or illegal drugs. There shall be no consumption, storage or sale of alcohol or illegal drugs in the dormitory.
- 4.2. There will be absolutely NO SMOKING allowed in any of the dormitories or on campus. Failure to abide by this rule will result in disciplinary action.
- 4.3. There shall be no pets housed in or around the dormitories.
- 4.4. The sidewalk entries, passages, and stairways of the dormitories shall not be obstructed or used for any other purpose than for entrance and outlet to and from the respective apartments.
- 4.5. No student shall interfere in any manner with any portion of the heating and lighting apparatus in or about the dormitories, nor about the building containing the same.
- 4.6. No additional locks shall be placed upon any door of the building without written consent.
- 4.7. Students shall not play musical equipment or instruments at such volume as to disturb other students in the dormitories.
- 4.8. Music is not permitted between 8pm and 6am.
- 4.9. Students agree that the cleanliness of the apartments is important. The College maintains the right to inspect for cleanliness. If an apartment is found unsatisfactory, the student(s) concerned will be given notice. If not cleaned satisfactorily, the student will be expelled from the dormitory.

- 4.10. Students staying in the dormitories will be liable for damages to the dormitory unless responsibility can be established to the contrary. The cost of repairs will be due and owing upon completion of the repairs.
- 4.11. Fire extinguishers are in the dormitory block for your protection. Any tampering with fire extinguishers will result in disciplinary action against the offending person and the cost of replacing the equipment will be billed to the student concerned.
- 4.12. There will be no highly flammable and/or hazardous materials or explosives stored in or about the dormitories. This includes, but is not limited to, petroleum products, fireworks, etc.
- 4.13. Students are not allowed to bring their own heaters and kettles in dorms nor to use them. The College has provided heaters for every dormitory. This is to prevent a fire hazard.
- 4.14. There will be no firearms or weapons (including paint-ball guns) permitted in the dormitories. Please refer to the Student Code of Conduct section for more information.
- 4.15. Stealing is strictly prohibited. Respect the property of your fellow-student and never use it or tamper with it without proper permission from the owner.
- 4.16. No over-night guests without prior permission from the Dormitory Oversight Committee or the Head of Student Support.
- 4.17. Visitors that stay over with prior permission, have to pay for their accommodation and meals in advance.
- 4.18. No person under the age of 18, not accompanied by parent(s), shall be permitted in the dormitories.
- 4.19. No female person is allowed in the dormitory.
- 4.20. Visiting hours for off campus visitors are from 7:00 to 19:00, Monday to Sunday.
- 4.21. Visitors are only allowed in the dormitories while their host is also there.
- 4.22. No vehicle repair work shall be performed in the dormitory area.
- 4.23. Dormitory residents shall have only one vehicle on campus.
- 4.24. Students shall not move to another apartment without permission from the Dormitory Oversight committee or the Dean of Students.
- 4.25. Students who stay in the dormitories shall perform their shared duties of cleaning the dormitories.
- 4.26. Students in need of accommodation during MTC study break/holiday periods have to complete the relevant application form (obtainable from the Facilities Manager), and hand it to the Facilities or Operations Manager not less than 5 working days before the relevant holiday period. This also applies to student that have been accepted to full-fill a part-time job during this period. Approved applicants will be held responsible to comply with the regulations contained in the application form. Applications may be approved or denied depending on compliance and circumstances determined by management.
- 4.27. Residents shall at all times conduct themselves in a manner consistent with candidates preparing for pastoral ministry, as is stipulated in the Code of Conduct and Student Charter. They will not engage in any activity unbecoming of Christians, which may harm their testimony and that of Mukhanyo in the community.
- 4.28. The Head of Student Support shall appoint an oversight committee comprising of dorm residents, to monitor compliance to the dormitory rules and regulations and report non-compliance.

- 4.29. Failure to abide by the rules and regulations contained in this document will result in disciplinary action, which may lead to expulsion from the dormitories and in extreme circumstances the college may press charges with the police.

(As on 8 March 2019)



2.2. Student Part-time Job Policy (S-06)

1. Introduction and scope of application

This policy applies to students of Mukhanyo Theological College (hereafter MTC) who request to do small jobs on campus to earn an additional income to help them cover their expenses. These part-time jobs shall include, but are not limited to, cleaning the buildings, i.e. hall, kitchen, ablutions etc.; grounds keeping; work in the library, etc.

2. Preamble

Seeing that there is a genuine need for students to earn an income for themselves and that many of our students have already made requests for jobs on campus to help with their serious financial needs.

3. The following are guidelines for part-time jobs:

- 3.1. The time for part-time jobs must be carefully balanced to ensure that studies are not compromised. During normal academic weeks, (when MTC is not in recess), students may only work for 12 hours per week.
- 3.2. In the event that the student shows signs of underperformance as a possible result of the part-time job, the service will be terminated.
- 3.3. Equal opportunities shall be given to our students regarding available part-time jobs. This will be done by means of a public advertisement on the notice board.
- 3.4. Re-occurring or permanent jobs will be re-advertised at least annually.
- 3.5. Residents students who apply for a part-time job during a study break/holiday, should also apply to stay in the Dormitories during this period according to the normal procedure for students who wish to stay in during such a period. This first has to be approved before the student will be accepted for the job.
- 3.6. Jobs need to be allocated in proportion to the student's study load, need and reliability. Students with less classes in their schedule, can receive more work.
- 3.7. No work will be given on the days when the student has to attend classes. This does not apply to times when the college is in recess.
- 3.8. Remuneration must be fair and proportionate to the work done, as well as the time it took to do such work.
- 3.9. A portion of the student income (not more than 50%) shall go toward settling their MTC debts where applicable.

(As on 8 March 2019)



2.3. Library Policy (O-06)

1. Introduction

This Policy outlines the functions and related activities of Mukhanyo Theological College (hereafter MTC) Library at the various campuses/centres in providing an information service to the satisfaction of its users.

2. Objective

The MTC Library is a place where our collection facilitates access to information, thereby embracing users through reading, knowing and growing in their journey to serve as equipped pastors and other Christian leaders in their communities.

3. Definitions

- 3.1. Access: Connecting users of information to library resources and services
- 3.2. Copyright: Exclusive legal rights granted to a creator of original works.
- 3.3. Information organisation: Facilitates access to the right information at the right time. It focuses on the systems and structures that makes information accessible, and involves organising, classifying and structuring information to make it easier to store, retrieve and share.
- 3.4. Information resource: Any document that provides information sought by the user
- 3.5. ILIS: Integrated Library Information System
- 3.6. Library database: Organised collection of information/library resources in digitised format which is managed with the aid of database management system software.
- 3.7. LIASA: Library and Information Association of South Africa.
- 3.8. Loan period: The time a specific user may lend the book from the library.
- 3.9. Short loan: A shorter period on which an information resource can be borrowed as per agreement.
- 3.10. Standards: Applicable rules, criteria, competencies and work approaches for the proper conduct of a suitable library practice.
- 3.11. Study collection: A smaller collection of information resources which include prescribed and recommended textbooks which are given for a shorter loan period, to ensure that all the students enrolled in a certain course have equal access to it.
- 3.12. User: All staff, lecturers and students with permission to use the MTC Library and have access to its resources.
- 3.13. WebPAC: Web Access to the MTC Library collection.

4. Scope of Application

- 4.1. This Policy applies to all users of the MTC Library to navigate their information needs from suitable information resources by means of processes regarding collection development, resource description, information discovery, access services and outreach.
- 4.2. An ILIS which is compliant and instrumental in the management and realisation of the relevant library functions above.

- 4.3. MTC Library staff values the 3R principles in providing information services: reading (foundational skill for learning, personal growth and enjoyment), research (central purpose of LIS), fostering interpersonal relationships (users, colleagues).

5. Administration

- 5.1. The MTC Library has various branches which are situated at the different campuses/centres.
- 5.2. The MTC Library reports to the MTC Operations Manager for its practical matters.
- 5.3. Resources in the MTC Library and new purchases have to be pre-approved by the Principal, the Deputy Principal or the Academic Dean.
- 5.4. Its staff component consists of the Librarian and Library Assistants which are from time to time assisted by MTC staff or students as needed and tasks occur. These are collectively referred to as Library Staff.
- 5.5. In-person information services are rendered from all branch libraries, while users can familiarise themselves with the WebPAC database interface to solve information queries from any location.
- 5.6. The MTC Library is funded by MTC, and a substantial percentage of its resources are received from donations of either new or second-hand books.
- 5.7. All branches provide in the needs of the undergraduate students.
- 5.8. MTC Library branches on campuses where post-graduate studies are offered, make provision for suitable resources for these courses too.
- 5.9. Each MTC Library branch has a Study Collection where, among other resources, at least two copies of each prescribed textbook are kept.
 - 5.9.1. Students are recommended to buy the prescribed text books which are provided at each campus / centre.
 - 5.9.2. Alternatively these resources can be used according to short loan procedures.
 - 5.9.3. Lecturers who present the specific course and don't have their own copy of the text book, can lend one for the needed period as arranged with the Librarian.
- 5.10. MTC Library staff is collaboratively responsible for drafting functional procedures in relevant detail.
- 5.11. As applicable, MTC Library staff is encouraged to belong to and participate in the activities of the one and only SAQA registered professional body, LIASA.

6. Library Hours

- 6.1. Each branch of the MTC Library arranges the working hours to the best benefit of the students and class times and details about the hours can be obtained at the specific campus/centre.
- 6.2. Limited hours are applicable during the MTC study breaks and mid-year holidays.
- 6.3. All branches are closed during Devotions, weekends, public holidays and end of year holidays.
- 6.4. Users are requested to prepare to leave in time before the library closes.

7. Library Environment

- 7.1. MTC Library staff and Users should demonstrate respect towards fellow users and show Christian character and consideration.

- 7.2. It should be silent in the Library during visiting hours.
- 7.3. No bags are allowed in the Library, but must be placed in the designated area.
- 7.4. No food is allowed in the Library.
- 7.5. Shelves are to be kept tidy. When browsing resources, the book marker needs to be used to keep the exact place on the shelf while consulting the resource, so that the resource can be returned in the exact place where it was. If a person is unsure where to place the book again, the Library Staff needs to be consulted.
- 7.6. Photocopies: Students and Staff are allowed to make use of the branch library's photocopy facilities during library hours as per agreement. A fee will be charged for copies.

8. Library Resources

- 8.1. All users should treat the library resources as if it was their own. They are responsible to keep it neat, clean and to take care of it. Resources should not be misused, and no other user may be disadvantaged.
- 8.2. Users should provide their student or staff number to borrow an information resource. No resource will be issued without this, and nobody can lend a resource on another person's number.
- 8.3. A user may request from library staff to put a hold on a resource, in-person or electronically, if it is found that the resource is currently being borrowed. This means the user will have the first option to borrow this resource at the first due date. The user will be called or notified when the resource becomes available.
- 8.4. Undergraduate lending arrangements:
 - 8.4.1. Undergraduate students may borrow a maximum of six information resources.
 - 8.4.2. Resources are due within two weeks (14 days) of the date borrowed.
 - 8.4.3. A resource may be renewed twice – in-person or electronically – if it is not overdue or placed on hold by another borrower at any given time. Each renewing period spans two weeks (14 days).
 - 8.4.4. The resource must be presented at the final renewal.
Undergraduate students have to return all resources at the end of each semester unless permission is given by the senior librarian.
- 8.5. Post-graduate lending arrangements:
 - 8.5.1. A maximum of ten resources may be borrowed by Honours students for a period of one month, while Master's students may take 12-15 resources for a duration of one month.
 - 8.5.2. A resource may be renewed twice – in-person or electronically – if it is not overdue or placed on hold by another borrower at any given time. Each renewing period spans one month.
 - 8.5.3. The resource must be presented at the final renewal.
 - 8.5.4. Honours students have to return all resources at the end of each semester unless permission is given by the senior librarian.
- 8.6. Lending to MTC support staff:
 - 8.6.1. MTC support staff members follow the same lending procedures as undergraduate students.

- 8.7. Lending to Faculty:
 - 8.7.1. Faculty members may borrow a maximum of 12 items for one month at a time.
 - 8.7.2. Each renewing period spans one month at any given time.
 - 8.7.3. The resource must be presented at the final renewal.
 - 8.7.4. In the case of a prescribed textbook for students, the lecturer may borrow a copy from the study collection for the duration of the course if needed, as arranged with the Librarian.
- 8.8. Return of resources:
 - 8.8.1. For each borrowing session a return slip is issued, indicating the resources borrowed and their return dates. Users should take good care of this slip to return borrowed resources timeous.
 - 8.8.2. The library database automatically reminds each user when their resources are due for return, and the Library staff will also follow-up on overdue resources.
- 8.9. Fines:
 - 8.9.1. Fines will be charged for late return of information resources. This is charged per day per resource.
 - 8.9.2. Users with outstanding resources or fines will not be allowed to borrow any resource till all resources are returned and fines paid.
 - 8.9.3. Fines are system-generated and the amount can be obtained from the Library staff and has to be paid in cash at the reception on campus. The receipt for a cash payment needs to be presented to the library staff.
- 8.10. Damaged or Lost Resources:
 - 8.10.1. An information resource is considered lost if it is not returned 30 days after the due date.
 - 8.10.2. Lost resources should be reported promptly to the Library staff.
 - 8.10.3. For any damaged resources that are returned or resources that got lost, users will be charged for the replacement cost plus any fines if the resource is overdue.
- 8.11. If the privilege of using the MTC Library is abused through failure to return information resources, pay a fine, or make a payment for lost or damaged resources, the privilege of using MTC Library will be withdrawn.

9. Library Computer use

- 9.1. If another person is waiting to use a computer, a user's time will be limited to 20 minutes.
- 9.2. Nobody is allowed to visit offensive sites on the internet or abuse the use of the computer equipment in any way. The [MTC ICT Policy – O-14](#) applies.

10. Copyright

- 10.1. Copyright in South Africa is governed by the Copyright Act of 1978, granting creators exclusive rights to their original works automatically upon creation.
- 10.2. Copyright is secured automatically when an original work is created, such as books, music, art, and films. Copyright holders have the exclusive right to reproduce, publish, perform, and adapt their works. This means that others cannot use the work without permission.

- 10.3. Generally, copyright protection lasts for the lifetime of the creator plus 50 years after their death. For certain works, such as sound recordings and films, the protection lasts for 50 years from the date of publication.
- 10.4. This means that all resources in the MTC Library have copyright and may not be duplicated in any way for personal or business financial or any other benefit, unless it is less than 10% of the book and will not be used for financial benefit in any way, but solely for study purposes.
- 10.5. See the MTC *RAWR Guide* for more information on how to use and quote information from library resources and the [MTC Plagiarism Policy \(O-09\)](#) and the consequences of misuse.

(As on 8 September 2025)



2.4. Plagiarism Policy (O-09)

1. Rationale for policy

- 1.1. The Mukhanyo Theological College (hereafter MTC) considers plagiarism to be unethical according to biblical principles.
- 1.2. MTC therefore seeks to educate its students, lecturers, support staff and tutors who work with literature to properly acknowledge used literary sources and to avoid plagiarism.
- 1.3. According to the Council on Higher Education (2017) "...the DHET places the main responsibility for the monitoring of research ethics on universities."

2. Definitions

- 2.1. **Plagiarism:** the act of using ideas, concepts, images, figures, graphs or words of somebody else (published or unpublished) without giving any or proper credit for them.
- 2.2. **Common Knowledge:** information known to most people in a certain field, e.g. theologians. Common knowledge need not be cited.
- 2.3. **Plagiarism Register:** a register held by MTC to keep record of all plagiarism cases. The Plagiarism Register should contain the following information:
 - 2.3.1. Name of student
 - 2.3.2. Student number
 - 2.3.3. Course name and code in which plagiarism was detected
 - 2.3.4. Date of detection
 - 2.3.5. Name of lecturer/tutor who detected plagiarism
 - 2.3.6. Details on how the matter was concluded
- 2.4. **The MTC Research, Assignment Writing and Referencing Guide:** a document indicating the method for acknowledging and referencing sources which is preferred by MTC (hereafter MTC RAWR Guide).
- 2.5. **Disciplinary Committee:** At least two and not more than three members of faculty/staff at a campus/centre, preferably the campus/centre manager or the Head of Student Support, the student support representative and the student's mentor.

3. Scope of the policy

- 3.1. This policy is applicable to all staff and tutors serving MTC as well as all MTC students at all campuses / centres and local learning sites.
- 3.2. All assignments, study guides and research papers fall within the scope of this policy.

4. Plagiarism prevention

- 4.1. There is provision of relevant teaching to students at all levels. This is especially during student orientation and in the various Study Skills, English, Research Skills and Ethics courses.
- 4.2. The *MTC RAWR Guide* is made available as a hard copy to all new students, and electronically to all students every year. The guide is also available on MTC Library computers.
- 4.3. Lecturers, tutors and other staff are given relevant information and training at various events (e.g. faculty and tutor forums as well as staff workshops).

When submitting assignments, students are required to indicate/sign that they have not plagiarised **and they have acknowledged all sources properly.**

5. Penalty, Procedure and Recording of Plagiarism

5.1. Penalty for Plagiarism: for campus/centre as well as local learning students

- 5.1.1. When a lecturer/tutor has confirmed that plagiarism has taken place, it must always be reported decisively.
- 5.1.2. If plagiarism is detected the lecturer/tutor enquires from Academic Admin whether previous offences took place (richard.muhire@mtc.ac.za), irrespective of course or programme. Academic Admin keeps this info in the *Plagiarism Register* (Addendum B).
- 5.1.3. After obtaining info on previous offences, the lecturer/tutor marks the assignment according to table 1.

Table 1: Marking of assignments according to offence

	Student	Minor plagiarism (less than 20%)	Major plagiarism (more than 20%)
1st Offence	1 st year of any undergraduate programme	A	B
	Any other student	B	C
2nd Offence	1 st year of any undergraduate programme	B	C
	Any other student	C	C
Subsequent offences	Any student	D	D

A =

- Have the student redo the assignment and
- Multiply the mark of the second attempt by 0.75.

B =

- Have the student redo the assignment and
- Multiply the mark of the second attempt by 0.5.

- Meeting between the student and Disciplinary Committee.
- Give warning that a subsequent offence may lead to failing a course or being expelled.

C =

- Give the student 0% for the assignment.
- Meeting between the student and Disciplinary Committee.
- Give warning that a subsequent offence may lead to failing a course or being expelled.

D =

- The student fails the course (and may not write the exam).
- Meeting between the student and Disciplinary Committee.
- The student is expelled unless the Disciplinary Committee is convinced there is sufficient reason for one last warning.

5.2. Dealing with Plagiarism – Campus/Centre students

A confidential meeting is arranged by the lecturer with the relevant student and reporting of the offence is done according to table 2.

Table 2: Reporting based on Plagiarism Offences for Contact Students

Offence (see Table 1)	* Programme Manager &/or Campus/Centre Manager	* Head of Academ- ics	* Head of Student Support
A	X		
B, C, D	X	X	X

* See point 2.5 of this policy.

- 5.2.1. For “A” at least one other faculty/staff member must be present.
- 5.2.2. For “B”, “C” and “D” the the Disciplinary Committee (See 2.5) must be present and the situation is dealt with according to the *Student Disciplinary Policy (S-12)*.
- 5.2.3. Zoom, Teams or other online or electronic programmes may be used for these meetings.

5.3. Dealing with Plagiarism – Local Learning students

A confidential meeting is arranged by the tutor with the relevant student and one witness. Reporting of the offence is done according to table 3.

Table 3: Reporting based on Plagiarism Offences for Local Learning Students

Offence (see Ta- ble 1)	Tutor & one witness	Local Learning Manager	Head of Academics	Head of Student Support
A	X			
B	X	X		
C, D	X	X	X	X

5.4. Recording of Plagiarism

- 5.4.1. In each case there should be appropriate explanations, instructions and warnings in writing.
- 5.4.2. After each offence, the *MTC Plagiarism Reporting Form* (Addendum A) must be completed by the lecturer / tutor, signed by all involved, all required evidence attached, and all sent to Academic Admin for filing in the student's personal file.
- 5.4.3. The student must get a copy of the completed and signed *MTC Plagiarism Reporting Form*.
- 5.4.4. Academic Admin will update the *Plagiarism Register* (Addendum B) for Campus students.
- 5.4.5. Tutors complete the *Plagiarism Register* (Addendum B) for Local Learning students and send that with all documentation, to Academic Admin together with the exams of that course.
- 5.4.6. Tutors must keep their own record as well, so that they can quickly know about previous offences by a student
- 5.4.7. All campuses / centres must follow the same procedure and submit the documents to Academic Admin as original or scanned copies.

6. Revision of policy

- 6.1. The policy will be reviewed at least every five years, unless otherwise required.
- 6.2. All changes must be ratified by the Academic Committee.

7. Addendums

- 7.1. Addendum A = MTC Plagiarism Reporting Form (O-09.1)
- 7.2. Addendum B = MTC Plagiarism Register (O-09.2)

(As on 8 April 2024)



2.5. Graduation Policy (S-09)

1. Purpose

- 1.1. The purpose of this policy is to ensure clarity on all the requirements and processes leading towards graduation and to make a positive impact on the quality of the Graduation Ceremony at Mukhanyo Theological College, (hereafter MTC).
- 1.2. This policy aims to ensure that the Graduation Ceremony runs smoothly and that only students who satisfied all the requirements of the relevant programmes (courses, credits, fees, etc.) are graduating.
- 1.3. This policy needs to be read together with the [MTC Certificate and Award Policy \(S-11\)](#).

2. Policy objectives

The objectives of this policy are to:

- 2.1. Foster the vision, mission, educational philosophy, values and commitments of MTC with regard to graduates,
- 2.2. Maintain and improve institutional efficiency and quality, and
- 2.3. Provide support for graduates.

3. Definitions/Abbreviations

- 3.1. Student Handbook = Document published by MTC containing all information that students need to enjoy a quality study period.
- 3.2. Student Policies = All policies applicable to students as made available in the Prospectus, Student Handbook, or by various other digital means.
- 3.3. Graduation Package = Package with information supplied to graduates in preparation for graduation.
- 3.4. Graduand = An MTC student
 - who completed all the necessary core, elective and supported courses in the prescribed period.
 - who attained all the required credits.
 - whose results have been received and confirmed to be correct within the prescribed time frame (usually three months before graduation date).
 - whose tuition fees and other fees are paid in full to MTC.
- 3.5. Graduate = A student that successfully completed their studies and received their qualification from MTC.

4. Institutional Scope

This is a college-wide policy that applies to all students at MTC.

5. Policy Statement

- 5.1. All students are required to read through the Student Handbook and applicable MTC Student Policies to bring themselves up to date with the prescribed requirements for graduation.
- 5.2. At the beginning of each year or semester, during Student Orientation, it is the responsibility of the Academic Registrar, Head of Student Support and Campus/Centre Managers to explain to all students at various campuses and centres the full scope of the curriculum, courses and credits that are needed to graduate.
- 5.3. The Local Learning Manager, via the Tutors at the respective Local Learning Sites should ensure that all Local Learning students are informed accordingly.
- 5.4. It is the responsibility of the Academic Administration to keep track of all students' academic records.

6. Responsibilities for Implementation

- 6.1. The Academic Registrar has the final responsibility to ensure that all students' records and transcripts are correct.

- 6.2. Individual academic staff members (lecturers) in cooperation with the Campus/Centre Managers, Tutors and Programme Managers have the responsibility to ensure that the students' course grades are correctly transmitted to the Academic Registrar.
- 6.3. The Academic Registrar and the Academic Administrative department are responsible for the organisation of the Graduation Ceremony as well as all student reports, transcripts and certificates.

7. Transcripts

- 7.1. Transcripts will be issued to a graduate well in time before the graduation ceremony.
- 7.2. It is expected of each graduate to ensure all his/her courses reflect, and that their credits are correct on their transcripts. Any queries should be logged with the Academic Administration office within two weeks.
- 7.3. A student can only be considered for graduation once the required credits have been achieved for the said qualification, along with all the necessary core and elective courses. In addition, all fees due to MTC must be paid in full.
- 7.4. The Academic Administration department will not be held responsible if a student/Tutor has failed to communicate appropriately and on time either with the Academic Registrar, Head of Student Support or Local Learning Manager to correct transcript errors before graduation takes place.
- 7.5. No errors will be corrected on the graduation day.
- 7.6. Graduates are allowed to log queries with the Academic Administration office during office hours within a month after the Graduation Ceremony.

8. Graduation and Awards Ceremonies

- 8.1. MTC will host one or two official Graduation Ceremonies per year. In accordance with legislation, these ceremonies are the only ceremonies at which MTC's accredited certificates may be awarded, and no other ceremonies may be conducted for the purpose of graduating students of MTC's accredited programmes.
- 8.2. The first official Graduation Ceremony will be conducted during the first semester of the following academic year. The second official Ceremony will be conducted during the second semester of each academic year.
- 8.3. Each student, who has become a graduand as confirmed by MTC, will have the privilege of being invited to participate in the Graduation Ceremony conducted in the semester following the semester in which the requirements of the academic programme were completed by the student.
- 8.4. In addition to the above ceremonies for accredited qualifications, MTC will host an Award Ceremony once per year for students who have met the graduation requirements of MTC's unaccredited certificate programmes.
- 8.5. The Award Ceremony will be conducted in the second semester of each academic year in conjunction with the second official graduation ceremony.
- 8.6. Each student, who has met the graduation requirements of an unaccredited certificate programme of MTC, will have the privilege of being invited to participate in that specific academic year's Award Ceremony.

- 8.7. Should a graduand be unable to attend the Graduation or Award Ceremony, his/her name will still be announced as graduating in absentia.
- 8.8. Should a graduand miss the Graduation or Award Ceremony, he/she cannot be accommodated in the following ceremony, as space is reserved for the new group and their guests.
- 8.9. MTC will notify the graduands in the Graduation Package how many guests will be allowed to attend the ceremony.
- 8.10. The dress code for all MTC staff, graduands and their guests is formal.

9. Graduate Details

- 9.1. MTC's Academic Administrative department will communicate with all campus/centre managers and local learning tutors handto ensure graduand names and other personal details are correct and received on time. MTC will print names on the certificates according to the personal information supplied to MTC in the copy of the ID / Passport that accompanied the graduand's application.
- 9.2. The Academic Administrative department will not be held responsible for any delay in receiving information from the students or managers.

10. Academic Wear

- 10.1. Graduates cannot share academic wear.
- 10.2. A graduate may only wear the MTC shoulder band that suits his/her qualification and the academic attire as prescribed by MTC.
- 10.3. Every graduate's shoulder band must be the same colour and design as prescribed by MTC.
- 10.4. Each qualification/programme has its own academic dress; therefore, a graduate should be dressed as expected.

11. Certificate

- 11.1. All MTC certificates are issued in English.
- 11.2. Should the graduate receive his/her certificate in absentia, it must be collected by the graduate at our offices, or it can be couriered at the graduate's expenses.
- 11.3. If someone else is collecting on behalf of the graduate, there should be a written letter granting MTC permission to hand over the qualification. The person collecting should bring along a copy of his/her ID or passport, not a driver's license copy.
- 11.4. If a graduate has lost his/her certificate:
 - 11.4.1. The graduate will have to provide MTC with a sworn affidavit declaring the loss of the original certificate.
 - 11.4.2. MTC can issue a statement confirming that the student did graduate with MTC and did receive a certificate.
 - 11.4.3. MTC can issue a replacement certificate upon request and in accordance with the terms and conditions of the MTC Certificate and Award Policy (S-11).
- 11.5. The [MTC Certificate and Award Policy \(S-11\)](#) should be read together with this.

12. Falsifying/cloning of any qualification documents

Should it come to light that a graduate has falsified either a transcript or a certificate, using MTC's letterhead or logo, MTC has the right to take legal actions against such student/graduate.

(As on 18 August 2025)



2.6. Certificate and Award Policy (S-11)

1. Purpose

The purpose of this policy is to describe the process that Mukhanyo Theological College (hereafter MTC) follows for issuing an official academic certificate to a student.

2. Scope

This policy applies to all students of MTC and the employees contracted to provide, promote and maintain the high standards of certification for those students who completed a qualification through MTC.

3. References

- 3.1. Council on Higher Education Institutional Audits 2004
- 3.2. HEQC Institutional Audits Manual 2007- Criterion 6

4. Definitions

- 4.1. Certificates = a certification of a certain qualification/programme attained.
- 4.2. SIS = Student Information System
- 4.3. Graduation = the annual ceremony where certificates are awarded to students.

5. Student Records

- 5.1. Details about students and a record of their grades are recorded on the central SIS.
- 5.2. The person capturing the data understands the importance of accuracy for student record integrity and correct certification.
- 5.3. Once the academic programme has been completed, the transcript of each student will indicate whether or not the student obtained the necessary credits to receive the qualification/award and whether or not a distinction was achieved.

6. Printing and Issuing of Certificates

- 6.1. Once all final results are captured and consolidated, certificates will be prepared and printed under the supervision of senior Academic management.
- 6.2. Certificates will only be printed for students that have completed the programme and met all the requirements.
- 6.3. Each certificate will include a unique Certificate Number. This unique number will be recorded on the SIS and linked to the student's information: i.e. ID number and student number.

- 6.4. A record is kept of all the Certificates printed per academic year.
- 6.5. Certificates are authenticated with an MTC seal and signed by the Principal and Academic Registrar.
- 6.6. Certificates are only conferred at an official MTC Graduation or Awards Ceremony.

7. Reprinting of Certificates

- 7.1. Reprints will only be done when an error occurred on the Certificate.
- 7.2. Reprints as mentioned under 7.1 have to be requested in writing within one month after the graduation. Such a request should include the student's correct personal details and reasons for the request to reprint. This has to be authorized by the Academic Registrar.
- 7.3. The original certificate must be returned to the MTC Academic Administration office along with a certified copy of the student's ID and academic results.
- 7.4. All faulty returned Certificates will be recorded and then destroyed.
- 7.5. All newly issued Certificates will be recorded in the same way as the original Certificates on the SIS.
- 7.6. If the error on the faulty certificate was due to a mistake on the side of MTC, the cost of the reprint and delivery to the graduate will be carried by MTC.
- 7.7. If the error on the faulty certificate was due to a wrong information provided by the graduate during the admission and enrolment period prior to graduation, the cost of the reprint and delivery must be carried by the graduate.

8. Issuing of Replacement Certificates.

- 8.1. If a graduate's original certificate has been lost or stolen a Replacement Certificate may be issued upon the following terms and conditions:
- 8.2. The graduate has provided MTC with a sworn affidavit declaring that the original certificate has been lost or stolen.
- 8.3. The graduate has provided MTC with a certified copy of his/her identity document or passport.
- 8.4. MTC has verified that the person is a graduate of the specified MTC qualification or programme.
- 8.5. The graduate has settled all fees owed to MTC.
- 8.6. The graduate has paid the Replacement Certificate fee as published by MTC, and the cost of delivery.

9. Security and Monitoring

- 9.1. The Academic administrator capturing student record data is supervised to ensure quality data capturing.
- 9.2. Certification documents will be securely stored.
- 9.3. Authenticated and signed Certificates are securely stored in the MTC safe and only handed to the graduation co-ordinator on the day of graduation for distribution.
- 9.4. Certificates are printed off-site, but the process is overseen by the Academic Registrar and the Academic Administration Manager.
- 9.5. Certification authenticity is verified with certificate numbers and an institutional seal.
- 9.6. Reprints and Replacement Certificates are highly regulated as specified above.
- 9.7. Certificates are distributed under the direct supervision of the Academic Registrar and the

Academic Administration Manager.

- 9.8. Final authorization of Certificate printing and distribution is the responsibility of the Head of the institution, the Principal.
- 9.9. Should it come to light that an MTC employee, student, graduate or any other person has falsified either a transcript or a Certificate, using MTC's letterhead or logo, the College has the right to take legal actions against such a person.

10. Principal's Awards

- 10.1. Principal's awards are given at each Graduation or Awards Ceremony to:
 - the best campus/centre graduate of each qualification/programme who achieved an overall distinction as well as demonstrating consistent Christian character during the whole period of his/her studies, and
 - the best local learning graduate who achieved an overall distinction as well as demonstrating consistent Christian character during the whole period of his/her studies.
- 10.2. The decision of the principal, (assisted by the Head of Student Support) in this respect will be final.

(As on 18 August 2025)

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2.7. Appendix to Student Admission Policy (S-01)

Undertaking by Female Students (S-01.3)

1. Mukhanyo gives glory to God and upholds His Word, the Christian Bible, by equipping men for church leadership and training men and women for Christian ministry in church and society.
2. Female students are encouraged to enroll in all modules across all theological programmes, except the practical preaching modules. They are welcome to also enroll in the theory of homiletics modules, as these skills are required for the various ministries where God might use them in the church within the Biblical parameters.
3. Female students across all theological programmes will be exempted from practical preaching, as is consistent with the teaching of Scripture. Other elective modules will be offered for all students in the place of practical preaching.
4. Female students will be clearly notified in the beginning of their studies, and also be required to sign this undertaking that clearly says that they will not in any way participate in practical preaching modules.
5. All female students must accept this policy in order to be registered as a student of Mukhanyo Theological College.

(As on 20 July 2021)

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2.8. Information and Communication Technology Policy (O-14)

1. Introduction

- 1.1. This Information and Communication Technology (hereafter ICT) Policy governs the responsible use of all ICT resources at Mukhanyo Theological College (hereafter MTC) by employees, students, contractors, and other authorised users.
- 1.2. MTC limits the use of its ICT infrastructure, and the use, maintenance and disclosure of its electronic information and data to duly authorised persons only.
- 1.3. MTC also governs and protects the use of its ICT systems, networks and electronic information.

2. Definitions

- 2.1. AI: Artificial Intelligence
- 2.2. Consultant: IT Consultant as appointed by MTC management.
- 2.3. IT Service Provider: Third party IT Service Provider as appointed by MTC management.
- 2.4. MTC Device: Any electronic device that belongs to MTC, including but not limited to laptops, desktops, telephone systems and cell phones.
- 2.5. MTC Software: Software paid for by MTC for sole use of work or studies related to MTC, including, but not limited to, Office 365, information and accounting systems as well as databases.
- 2.6. MTC Network: Network access provided by for work and study purposes and paid for by MTC.
- 2.7. MTC's Corporate Electronic Information Sources: This include, but are not limited to: Internet access, e-mail, Intranet, PC's, laptops, servers, networks, telephone system, electronic company data, information, website(s) and all other communication media and systems.
- 2.8. Personal Device: Any electronic device that does not belong to MTC, including, but not limited to, laptops, desktops, telephone systems and cell phones.
- 2.9. User: MTC full-time and temporary employees, contractors, volunteers, agency staff, consultants and students who have been provided with access to any MTC information system, software, devices and networks.

3. Objectives

- 3.1. To ensure the correct use of all MTC's Corporate Electronic Information Sources by enforcing clear standards of use for all Users.
- 3.2. To protect the integrity, confidentiality, and availability of MTC's information and data.

4. Scope of application

- 4.1. This policy applies to all MTC Users as listed under Definitions.
- 4.2. MTC's corporate electronic information sources are intended for official MTC business use only. No private use is allowed, including, but not limited to, social media, private e-mail,

commercial use, political use, etc, unless permission is granted in writing by the Principal or the Head of Operations.

- 4.3. This policy also applies to services provided by the Consultant as well as the IT Service Provider, who manage and support the institution's ICT systems, networks, and electronic information.

5. Some principles

- 5.1. Inoperative or malfunctioning equipment and software must be reported directly to the IT Service Provider who will arrange for maintenance. Users are not allowed to try and fix hardware or software problems or to download software without the authorisation of the IT Service Provider or Head of Operations.
- 5.2. A register of all MTC Devices and computer equipment is to be held by Campus Administrators and the Facilities Manager under the supervision of the Head of Operations.
- 5.3. It is every User's responsibility to take care of his/her MTC Device and safeguard it against theft, loss, damage and misuse.
- 5.4. The use of Private Devices for MTC work is only allowed when and as arranged accordingly with the Head of Academics or the Operations Manager. In such situations:
 - 5.4.1. The User is responsible for the safety of his/her Device and to replace it when needed.
 - 5.4.2. MTC will provide the necessary software to be used for MTC work according to certain criteria set by the Consultant and MTC management.
 - 5.4.3. Software issues related to MTC work may be referred to the IT Service Provider for assistance.
- 5.5. The use of Private Devices on MTC networks for other purposes as MTC work and study (with permission as mentioned above) is strictly prohibited, unless permission is granted by the Head of Operations in writing.
- 5.6. The use of AI on MTC Devices and network to process or translate MTC data is prohibited as all information given there will become public domain.
- 5.7. No ICT equipment (laptops included) may be removed from any campus/centre or taken home unless permission is granted by the Head of Operations or the Principal.

6. Acceptable Uses

As a general principle, internet access is provided to Users to support work/study related activities. The following list is not intended to be a definitive list, but sets out broad areas of use that the organisation considers to be acceptable uses of the internet:

- 6.1. To provide electronic methods of communication within the organisation as well as externally for work related and educational purposes.
- 6.2. To distribute electronic copies of material.
- 6.3. To distribute details and documents regarding college meetings.
- 6.4. To provide electronic methods of communication.
- 6.5. To process and store data that belongs to MTC.
- 6.6. Any other use that directly supports work and study related functions and activities.

7. Unacceptable Uses

MTC reserves the right to monitor usage of all MTC Devices, MTC Software and MTC Networks and to act on any misuse or abuse.

- 7.1. Unauthorised access to and use of any of MTC's Corporate Electronic Information Sources by any person who is not an approved MTC User is prohibited.
- 7.2. No User should use any MTC Device or Network for purposes that violate any legal system (local or international), the laws of South Africa or any copyright laws.
- 7.3. MTC values a Biblical and high moral standard: therefore no pornography, abusive or offensive material will be allowed or tolerated. No action (either by sending or receiving such material) will be tolerated which is contradictory to the value system of MTC.
- 7.4. Users should not use the MTC's Corporate Electronic Information Sources:
 - 7.4.1. For racial, sexual, homophobic or other harassment.
 - 7.4.2. To download or play non-educational games.
 - 7.4.3. To solicit personal information with the intent of using such information to cause harm.
 - 7.4.4. To enter into a commitment on behalf of the organisation (unless there is explicit permission to do this).
 - 7.4.5. To visit internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
 - 7.4.6. To perpetrate any form of fraud, or software, film or music piracy.
 - 7.4.7. To download commercial software or any copyrighted materials belonging to third parties.
 - 7.4.8. To hack into unauthorised areas.
 - 7.4.9. To publish any defamatory and/or knowingly false material about the organisation, colleagues and/or any other person or matter on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
 - 7.4.10. To reveal confidential information about MTC in a personal online posting, upload or transmission - including financial information and information relating to MTC students, staff and/or internal discussions.
 - 7.4.11. To undertake deliberate activities that waste staff effort or networked resources.
 - 7.4.12. To introduce any form of malicious software into the corporate network
 - 7.4.13. To disrupt the work of other Users. This includes the propagation of computer viruses and use of the internet.
 - 7.4.14. For personal or private business purposes.
 - 7.4.15. To degrade the network capacity or use.

8. Accounts and Access.

- 8.1. Communication using MTC devices, MTC Software and MTC Network should be of a high standard, reflecting the values set by MTC, be polite and to the point and use appropriate language.
- 8.2. All email communication related to MTC business should be received and sent via the MTC email address and not be autoforwarded to a personal email address.
- 8.3. All Users are responsible to attend to their email received and to act appropriately upon it without hindering other Users' work/studies.

- 8.4. A User's e-mail account may only be used for official MTC work or study purposes and not for any private matter.
- 8.5. When a user leaves the services/study of MTC the Consultant or IT Service Provider should arrange for his/her official e-mail account to be retired, or used by his/her replacement with a new password.
- 8.6. Passwords to MTC software and MTC devices must be kept secret and not be shared with anybody. No user may give an unauthorised person access to an electronic information system.
- 8.7. No unauthorised user or use will be tolerated and unauthorised users attempting to gain access to an electronic information system will be dealt with according to the disciplinary procedures of MTC.
- 8.8. Any violation must be reported to the Head of Operations or the (Deputy) Principal.
- 8.9. MTC network rooms are strictly out of bounds to Users, unless authorisation is given by the Head of Operations.

9. Protection of Information and Data

- 9.1. Information (content) publishing on MTC websites will be the responsibility of the Webmaster (Web developer). No one is allowed to change or add to the information without his/her permission. The Webmaster/developer has the editorial control over content which has to be pre-approved by the Principal and/or Deputy Principal.
- 9.2. It is each User's responsibility to protect and save guard all MTC's information, including but not limited to, content on the website, data and information on laptops, data bases or official e-mail.
- 9.3. It is the responsibility of each User, in cooperation with the IT Service Provider, to safeguard their workstations and the network against viruses, malicious software and attacks, by correctly using the software, procedures and guidelines provided.
- 9.4. No unauthorised or unlicensed software will be tolerated. No private software (such as screen savers, games, etc.) may be installed without the permission of the IT Service Provider and the Head of Operations.
- 9.5. Software may only be installed or uninstalled by the IT Service Providers or the Consultant.
- 9.6. No corporate information or information regarding our staff, students, supporters, or data bases may be disclosed to any unauthorised person (internal or external) without the authorisation of the relevant Senior Manager whose department owns the specific data/information.
- 9.7. It is the responsibility of each Senior Manager to ensure that his/her department's electronic data and information are duly protected from:
 - 9.7.1. Misuse and corruption: by introducing and enforcing suitable operational and user policies and procedures in his/her department; by managing user authorisation; by training users; by actively promoting security measures.
 - 9.7.2. Data/information losses: by using and enforcing back-up and archiving procedures and practises, as created/provided by the IT Service Provider and the Head of Operations, and by having an emergency recovery plan in place. (The IT Service Provider and Head of Operations will put measures in place and will provide the above services, consultation or training, but it is the ultimate responsibility of the Senior manager to manage the information in his/her department).

10. Rights reserved by Mukhanyo Theological College

- 10.1. MTC reserves the right, and intends to regularly monitor and audit usage and content of MTC's Corporate Electronic Information Sources and to act on any misuse as outlined in this policy.
- 10.2. MTC has the right to inspect workstations for illegal and unauthorised software and access.
- 10.3. MTC intends to protect its electronic information sources and systems and to ensure its correct use.

11. Transgression against this policy

Any transgression against this policy may result in disciplinary action by MTC against the transgressor, according to the disciplinary procedures of MTC.

(As on 8 September 2025)



2.9. Dress Code Policy (O-10)

1. Introduction

As a Christian College, all clothing worn on campus should bring glory to God and be of a modest and professional nature.

2. Objectives

To set guidelines for MTC staff and students for appropriate dress.

3. Scope of application

- 3.1. This policy applies to:
 - 3.1.1. All permanent and contract, full time and part-time staff members of MTC.
 - 3.1.2. All MTC students when on campus during class times and office hours.
- 3.2. Exceptions:
 - 3.2.1. Less formal dress will apply for residence students after class.
 - 3.2.2. Students are allowed to wear sports clothing when practising sports after class.
 - 3.2.3. Men and ladies students are allowed to wear tekkies or sneakers during class times and office hours.
- 3.3. When applying the exceptions mentioned above, students' appearance should still be decent and not be provocative.

4. Guidelines

4.1. Ladies

- 4.1.1. Neat shoes to be worn, (no slip-slops, sneakers or tekkies).
- 4.1.2. Smart skirts, dresses or slacks may be worn – no shorts.
- 4.1.3. Tops, skirts and dresses should not show excessive skin or be overtly tight. (Not too revealing).

- 4.1.4. Neat and tidy denim jeans may be worn. (No holes, tears etc.)
- 4.1.5. Golf shirts may be worn, but no T-shirts.
- 4.1.6. Clothing may not reflect any political or social affiliations.

4.2. Gentlemen

- 4.2.1. Long or short sleeve formal shirts may be worn.
- 4.2.2. Golf shirts may be worn, but no T-shirts.
- 4.2.3. Formal trousers may be worn.
- 4.2.4. Neat and tidy denim jeans may be worn. (No holes, tears etc.)
- 4.2.5. Neat closed shoes to be worn (No sandals, sneakers or tekkies).
- 4.2.6. Clothing may not reflect any political or social affiliations.

4.3. General

- 4.3.1. Ladies may have one earring in each ear.
- 4.3.2. No nose rings or facial piercings.
- 4.3.3. Hair to be neat, clean and tidy at all times.
- 4.3.4. Nails to be neat and clean at all times.

4.4. Kitchen Staff

- 4.4.1. Clean work wear/shoes with an overcoat.
- 4.4.2. Protective wear when needed.
- 4.4.3. Hairnet when working in the kitchen.

4.5. Ground's Staff

- 4.5.1. Work wear/ shoes and an overall.
- 4.5.2. Protective wear when needed.

(As on 31 October 2019)



2.10. Protection of Personal Information Policy (O-11)

1. Introduction

The Protection of Personal Information Act, 4 of 2013, requires Mukhanyo Theological College NPC (hereafter referred to as MTC), to inform their clients as to the manner in which their personal information is used, disclosed and destroyed.

2. Scope of Application

MTC guarantees its commitment to protecting its client's privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws. The Policy sets out the manner in which MTC deals with their client's personal information as well as and stipulates the purpose for which said information is used.

3. Definitions:

- 3.1. MTC: Mukhanyo Theological College NPC
- 3.2. POPIA: Protection of Personal Information Act, 4 of 2013.
- 3.3. Deputy Information Officers: Appointed staff of MTC that oversee the dealing with personal information of staff, students, friends, applicants and enquirers.
- 3.4. Clients: Staff, students, friends, applicants and enquirers of MTC. Including existing and potential clients.

4. Personal Information Collected

- 4.1 Section 9 of POPI states that “Personal Information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive.”
- 4.2. MTC also collects and processes the client’s personal information for marketing purposes in order to ensure that our products and services remain relevant to our clients and potential clients.
- 4.3. MTC aims to have agreements in place with all product suppliers, insurers and third party service providers to ensure a mutual understanding with regard to the protection of the client’s personal information. MTC’s suppliers will be subject to the same regulations.
- 4.4. With the client’s consent, MTC may also supplement the information provided with information MTC receives from other providers in order to offer a more consistent and personalized experience in the client’s interaction with MTC

5. The usage of Personal Information

- 5.1. The Client’s Personal Information will only be used for the purpose for which it was collected and as agreed. This may include:
 - 5.1.1. Providing products or services to clients and to carry out the transactions requested;
 - 5.1.2. Confirming, verifying and updating client details;
 - 5.1.3. Underwriting purposes;
 - 5.1.4. Assessing and processing claims;
 - 5.1.5. Purposes of claims history;
 - 5.1.6. Conducting credit reference searches or verification;
 - 5.1.7. Audit and record keeping purposes;
 - 5.1.8. The detection and prevention of fraud, crime, money laundering or other malpractices;
 - 5.1.9. In connection with legal proceedings;
 - 5.1.10. Conducting market or customer satisfaction research;
 - 5.1.11. Providing services to clients, to render the services requested and to maintain and constantly improve the relationship;
 - 5.1.12. Providing communication in respect of the company and regulatory matters that may affect clients; and
 - 5.1.13. In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

- 5.2. According to section 10 of POPI, personal information may only be processed if certain conditions as listed below, are met along with supporting information for processing of Personal Information:
- 5.2.1. The client's consents to the processing: Consent is obtained from clients during the introductory appointment and communication, and needs to be confirmed in the analysis stage of the relationship;
- 5.2.2. The necessity of processing: in order to conduct an accurate analysis of the client's needs for purposes of amongst others: employment or study at MTC or support of the ministry.

6. Disclosure of Personal Information

- 6.1. MTC will not disclose the client's information unless it is legally forced to do as explained under 6.2.
- 6.2. MTC may disclose a client's information where it has a duty or a right to disclose in terms of applicable legislation, the law, or where it may be deemed necessary in order to protect MTC's rights.

7. Safeguarding Clients' Personal Information

- 7.1. It is a requirement of POPI to adequately protect personal information. MTC will continuously review its security controls and processes to ensure that personal information is secure.
- 7.2. Each new employee will be required to sign an Employment Contract containing relevant consent clauses for the use and storage of employee information, or any other action so required, in terms of POPI.
- 7.3. MTC archived client information is stored on site which is also governed by POPI, access is limited to these areas to authorized personnel.
- 7.4. All electronic files or data are backed up by MTC's IT Division which is also responsible for system security that protects third party access and physical threats. MTC's IT Division is responsible for Electronic Information Security.
- 7.5. Consent to process client information is obtained from clients (or a person who has been given authorization from the client to provide the client's personal information) during the introductory appointment and communication, and needs to be confirmed in the analysis stage of the relationship.

8. Access, correction and destroying of Personal Information

- 8.1. Clients have the right to access the personal information MTC holds about them. Clients also have the right to ask MTC to update, correct or delete their personal information on reasonable grounds. Once a client objects to the processing of their personal information, MTC may no longer process said personal information. MTC will take all reasonable steps to confirm its clients' identity before providing details of their personal information or making changes to their personal information.
- 8.2. MTC will ensure that any destroying of Personal Information is done within the regulations / procedures contained in its POPI Policy.

(As on 20 July 2021)

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PART 4 – ACTIVITIES AND FACILITIES

1. Student Activities

Statistics show that overall student success in college, is closely related to the student's involvement in college activities. The administration and lecturers, using recommendations from students, will offer various extra activities during each college year. Listed below are some suggestions:

Practical Ministry

Students will be encouraged to look for opportunities to do Christian ministry and spiritual work in the community and local churches.

Student Mentorship Programme

The Head of Student Support and mentors meets with all students on a regular and individual basis. Furthermore, are students divided into small groups for mentorship. Each group has a lecturer as mentor. Mentors meet with their groups at least once a week to discuss a range of personal and spiritual issues, and to pray together for specific matters raised during mentorship sessions. Mentorship is a compulsory activity at Mukhanyo.

Debates

Students are encouraged to hold debates on various issues of importance to the church and society at large. Plans in this regard need to be approved by the Head of Student Support.

Sports

At our KwaMhlanga campus sporting activities for our residential students are encouraged for fitness purposes. Facilities are available for soccer and volley ball. From time to time matches are played against other groups in the community.

2. Library Facilities

Mukhanyo has a good collection of theological books in its libraries at all centres and the College is continually seeking to extend these.

Please see the Library policy (earlier in this Student Handbook) for further details on the use of the library.

Please note the following regarding the library hours at the various branches:

1. All library branches are closed on weekends and public holidays.
2. The hours are as follows, but are subject to change on short notice:

Cape Town:	Tuesdays – Thursdays:	07:45 – 16:15
Durban:	Mondays – Thursdays:	10:00 – 16:00
Johannesburg:	Mondays & Fridays:	08:00 – 16:00 (Confirm availability).
	Tuesdays – Thursdays:	08:00 – 16:00
KwaMhlanga:	Mondays & Fridays:	07:45 – 16:15
	Tuesdays – Thursdays:	07:45 – 18:15
Pretoria:	Mondays – Fridays:	09:00 – 17:30
Rustenburg:	Mondays to Thursdays:	07:30 – 17:15
	Fridays:	07:30 – 11:45

Contact details of the various branches of the libraries are as follows:

1. See phone numbers under [Other Information](#) in this document.
2. Email contact details of the libraries are as follows:

Cape Town:	library.cpt@mtc.ac.za
Durban:	library.dbn@mtc.ac.za
Johannesburg:	library.jhb@mtc.ac.za
KwaMhlanga:	library.kwa@mtc.ac.za
Pretoria:	library.pta@mtc.ac.za
Rustenburg:	library.rtb@mtc.ac.za

3. Text Books

Students are responsible to buy their own prescribed text books.

To make this easier for our students, text books are ordered by MTC and the student has to collect it at the Reception of each campus at the student's expense.

4. Conferences

Mukhanyo Theological College seeks to serve the Kingdom of God through empowering local churches. This is done by organizing and hosting various conferences that are relevant to the contemporary needs of the churches. These conferences also serve as a platform to market MTC and to solicit feedback on how the college can serve the churches better.

Students are strongly encouraged to attend these conferences that are organised at the campus/centre where they study, for their own spiritual benefit. They are also encouraged to invite as many people as possible to these events, especially from their churches. Contact students and their spouses are exempted from the conference fee.

PART 5 – GENERAL INFORMATION

1. MTC Office Hours

All college business is conducted during regular office hours, which is from 07:45 to 16:15 on Mondays to Fridays or as otherwise indicated at the various centres.

2. Enquiries and Contact Details

Contact details of the various campuses/centres is as follows:

Cape Town:	Tel: 021 002 8165
Durban:	Tel: 031 023 0043
Johannesburg:	Tel: 011 339 1223
KwaMhlanga:	Tel: 087 711 2632
Pretoria:	Tel: 012 004 1215
Rustenburg:	Tel: 014 101 1067

1. Reporting of absences from class should be done by the student at the Reception of the campus/centre of study.
2. Confirmation of library hours or other campus activities can also be obtained at the Reception.
3. Enquiries regarding Academics and Student accounts and Fees should be submitted to the relevant office at: student@mtc.ac.za. A reply can be expected within two to three working days.

3. Devotions

Devotion meetings are part of the weekly programme of all staff and students at the various centres and students are obliged to attend these. As indicated by management, visitors are allowed to attend the Devotions for their own spiritual benefit. Students are encouraged to invite visitors to join in for that designated period of time only.

4. Campus Visitors

MTC welcomes friends and family of students to visit our college. The student has to receive his visitors and introduce them to the Dean of Students or the Centre Manager. For security reasons, all visitors are required to report to the office upon arrival and departure.

At KwaMhlanga campus those not enrolled at MTC as students are not permitted to visit overnight without the permission of the Dean of Students and the Facilities Manager. If visitors require accommodation, this needs to be arranged at least one business day in advance.

Details about the fees applicable and payable in advance for visitors who stay over at Mukhanyo (available at KwaMhlanga main campus only) can be obtained from the Facilities Manager and the required booking form needs to be completed before the facilities are used.

Visitors stay over at their own risk and cannot hold MTC accountable for any loss or injury while on campus.

5. Lost and Found Items

Students should report any case of items getting lost to the Head of Student Support (KwaM) / Centre Manager as well to the Reception without delay.

Items found have to be handed in at Reception immediately. Students are reminded to check for any missing items and take responsibility to hand in anything that might seem to be lost.

6. College Calendar

Students are expected to take note of the dates on the Mukhanyo calendar which is published on the Mukhanyo website.



*May the Lord richly bless you and make you a blessing
as you study at Mukhanyo Theological College!*

*"Do your best to present yourself to God as one approved,
a worker who has no need to be ashamed, rightly handling the Word of Truth."
(2 Timothy 2:15)*

