

The Church of the Province of Myanmar (Anglican)
Holy Cross Theological College
Student Handbook

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A. Name and Place

The name of this institute is Holy Cross Theological College (HCTC) and it is situated at 104, Inya Road, Kamayut Township, Yangon, Myanmar.

B. A Brief History of Holy Cross Theological College

The Holy Cross Theological College (then known as College of the Holy Cross) had a very humble beginning as a Bible school at Kyimindaing, a mission headquarter situated at the outskirts of Yangon at that time. It was the first Bible school that was opened in the Yangon Diocese in 1883 by the Rt Revd John Miller Stranchen. Due to lack of school teachers, the Rt. Revd R. S. Fyffe moved the school to Mandalay and Myittha (upper Myanmar) in 1916. Then in 1924, it was moved back again to St. Michael's Church, Kyimindaing which was the mission centre for Delta and Pyay areas at that time.

In August 1929, the Yangon Diocesan Council decided that the Divinity School (as it was known then) be made a proper institution with separate buildings and a full time missionary in-charge of it. This decision was materialized when the Divinity School was moved from Kyimindaing to Kokkaing which was situated at the eastern bank of Lake Inya where new Bible school buildings were built by the Rt Revd Norman Tubbs in 1931. Then it was moved to the present site in 1934 and was called "College of the Holy Cross". The foundation stone of the College of the Holy Cross was laid by the Metropolitan of the Church of the India, Burma and Ceylon, the Most Revd Foss Westscott within the Holy Cross Church compound on 12 February 1934 with hostel facilities for ordinand training. The new College building was

completed within a few months and the Bible school was moved to the new facilities which were called College of the Holy Cross. The new College was consecrated by the Rt Revd G.A. West on 27 February 1935. The aims and objectives of the whole venture were to educate and train indigenous ministers to meet the new conditions in Myanmar.

The College was closed during WWII from 1942 to 1945. After the war it was reopened from 1946 to 1950. Again, it was closed from 1950 to 1955 due to the internal unrest. During the period it was opened as an interdenominational University students' hostel. The College was reopened for ordinands in 1955 by the Rt Revd V. G. Shearburn.

All foreign missionaries left Myanmar in 1966 including the Bishop of Yangon for good. Consequently, the Holy Cross Divinity College was under the care of the new indigenous bishop, the Rt Revd F. Ah Mya. On 24 February 1970, the Church of the Province of Myanmar, comprising of four dioceses (namely Yangon, Mandalay, Hpa-an and Sittwe) was formed out of the former Diocese of Yangon. Accordingly, the College became under the direct care of the Church of the Province of Myanmar. At the 9th Provincial Council held in Toungoo in 1984, a 10-year plan for a higher theological education was adopted with a view to conferring theological degree and trainees of both sexes, i.e., ordinands and Laity. Consequently, the B.Th programme was launched in 1989. Starting from 1993 the college began to confer B. Th. Degree in consultation with other theological institutions and members of the Association for Theological Education in Myanmar (ATEM).

The Holy Cross Theological College is also a constituent member of the ATESEA. The Board of ATESEA approved the B.Th degree of Holy Cross Theological College on 3 March 1999.

The Holy Cross Theological College had drawn up a second 10 year Plan (2011-2020) at the occasion of the Diamond Jubilee celebration which was held from 27 to 28 February 2010. The college has been starting to implement the improvement programme for B.Th. degree as laid down by the plan starting from 2011.

C. Relationship to the Church of the Province of Myanmar (Anglican), other organizations, and Community

The College is the institution of the Church of the Province of Myanmar (CPM) and as such, it is responsible to the Provincial Council through the Board of Governors and submission of the annual report to the Provincial Council through the Provincial Standing Committee.

Other organizations to which the College has relationship are the Myanmar Council of Churches (MCC), Association for Theological Education in Myanmar (ATEM), Association for Theological Education in South East Asia (ATESEA), and Bible schools and Christian Education & Education Department of the CPM.

Apart from that the college maintains good relationship with the local churches of the CPM by sending to them greetings, letters of appreciation and sending the students for their weekly field education programme.

During Christmas holidays, the students are divided into groups and are sent to reach out as many churches and mission fields as possible within Yangon diocese. Through summer fieldwork, internship programme, and training programme for mission, the college also maintains good relationship with churches in different dioceses in the province. Inter-

denominational relationship is also promoted by participating in the programmes conducted by the MCC. An annual Shalom magazine is published each academic year which includes relevant information and activities of HCTC and articles written by faculty members and students.

Students from different classes are divided into family groups containing about 7 to 8 with one faculty member as head of the family.

There also is a close relationship with the students of other theological institutes. A special feature of their fellowship is an annual gathering programme of students from Myanmar Institute of Theology, Catholic Major Seminary and Holy Cross Theological College.

D. The Principals of The College from 1934 to the present

1. Revd. George Appleton (1934-1942)
2. Revd. Garrad (1946-1947)
3. Revd. George L. Tidey (1948-1950)
4. Revd. John Maung Pe (1955-1966)
5. Revd. Canon Stephen San Hoo (1966-1976)
6. Revd. Samuel San Si Htay (1976-1990)
7. Revd. John Wilme (1990-1994)
8. Revd. Samuel Htang Oak (1994-1998)
9. Revd. Mark Saw Maung Doe (1998-2006)
10. Revd. Dr. Simon Be Bin Htu (2006-2010)
11. Revd. Dr. Samuel San Myat Shwe (2010-2019)
12. Revd. Dr. Paul Myint Htet Htin Ya (2019-present)

E. Purpose

The College trains men and women for Myanmar Anglican ministry. It provides a wide range of courses of study and designs to facilitate Christian formation necessary for ministry in the Anglican Church. The purposes of this college are:

1. To train students for the Anglican ministry as ordinands and laity,
2. To confer theological certificates and degrees to qualified students,
3. To conduct theological education either by correspondence or evening classes when resources are available,
4. To provide continuing theological education for the ordained ministers by conducting series of short-term refresher courses,
5. To confer other degrees as demand arises, and
6. To work towards becoming a theological resource center (theological power bank) for the CPM.

As an ecumenical endeavor, the college admits limited students of other denomination for studies duly approved by the Management Committee.

F. Mission Statement

The Holy Cross Theological College has been nurturing leaders and ordinands for the CPM since 1935. The primary mission of the HCTC is to train ordained and mission workers and future leaders of the CPM.

To materialize the mission statement the main objectives fostered by the college are:

1. Discipleship - To make true followers of Christ who serve the Lord and people with heart.
2. Christian Education - To impart academically and contextually sound knowledge on biblical, theological, historical, and social etc...essential for the service of God.
3. Mission - To carry out the Great Commission of Jesus Christ and shepherding of the flock.
4. Anglican Heritage - To uphold the Anglican identity and characteristics.
5. Leadership Development - To nurture leadership ability with high spiritual and moral standard.

G. Curriculum

First Year (First Semester)

Foundational Course
(First Semester)

1. English 4 skills
2. Academic Writing and Research Methods
3. Music Theory
4. Choir practice
5. Computer
6. Translation

First Year (Second Semester)

1. Biblical Studies
 - 1.1 How Came the Bible
 - 1.2 History of Israel
2. Historical Studies
 - 2.1 Church History (AD 30-1000)
3. Practical Studies
 - 3.1 Music Theory
 - 3.2 English
 - 3.3 Christian Education
 - 3.4 Choir Practice (Combined)
4. Anglicanism and theological study

4.1 Liturgy I

Second Year (First Semester)

1. Biblical Studies
 - 1.1 Koine Greek Language
 - 1.2 Old Testament Introduction
2. Historical Studies
 - 2.1 Church History (AD 1000-1800)
3. Practical Studies
 - 3.1 Christian Education
 - 3.2 English
 - 3.3 Accounting
 - 3.4 Choir Practice (Combined)
 - 3.5 Hymns (Second to Fourth year combined)
4. Theological Studies
 - 4.1 Philosophy

Second Year (Second Semester)

1. Biblical Studies
 - 1.1 New Testament Introduction
 - 1.2 Hebrew Language
2. Historical and Mission Studies
 - 2.1 Church History (AD 1800-2000)
 - 2.2 Mission I
3. Practical Studies
 - 3.1 Christian Education
 - 3.2 English
 - 3.3 Choir Practice (Combined)
 - 3.4 Hymns (Combined)
4. Anglicanism
 - 4.1 Liturgy II

Third Year (First Semester)

1. Biblical Studies
 - 1.1 New Testament Exegesis
 - 1.2 Old Testament Exegesis
2. Mission and Historical Studies
 - 2.1 Mission II
 - 2.2 World Religions
3. Practical Studies
 - 3.1 Homiletics
 - 3.2 Pastoral Theology
 - 3.3 Choir Practice
 - 3.4 Hymns
4. Theological Studies

4.1 Systematic Theology

Third Year (Second Semester)

1. Biblical Studies
 - 1.1 New Testament Theology
 - 1.2 Old Testament Theology
2. Mission and Historical Studies
 - 2.1 Ecumenics
 - 2.2 Dialogue
3. Practical Studies
 - 3.1 Choir practice
 - 3.2 Hymns
 - 3.3 Proposal Writing
4. Anglicanism and Theological Studies
 - 4.1 Anglican Communion Studies

Fourth Year (First Semester)

1. Biblical Studies
 - 1.1 New Testament Studies
(Study on a book/Theme)
 - 1.2 Old Testament Studies
(Study on a book/Theme/ prophet)
2. Mission and Historical Studies
 - 2.1 Mission III
3. Practical Studies
 - 3.1 Church Management
 - 3.2 Choir Practice
 - 3.3 Hymns
4. Anglicanism and Theological Studies
 - 4.1 Asian Theology/Anglican Divines
 - 4.2 Christian Ethics

Fourth Year (Second Semester)

1. Biblical Studies
 - 1.1 New Testament Studies
 - 1.2 Old Testament Studies
2. Practical Studies
 - 2.1 Church Management
 - 2.2 Choir Practice
 - 2.3 Hymns
 - 2.4 Care and Counseling
 - 2.5 Development
3. Anglicanism and Theological Studies
 - 3.1 Anglican Divines

- 4. Historical and Mission
 - 4.1 Mission IV
 - 4.2 Church and Society

H. Academic Information

(a) Admission

1. Those who pass matriculation examination.
2. Students should have been confirmed for 3 years if he or she is from the Church of the Province of Myanmar (Anglican) and baptized for 3 years if he or she is from other denomination.
3. All requirements concerning the application form must be fulfilled in order for a student to be considered for admission.
4. Candidates who obtain a minimum 70 marks out of 100 in English (intermediate level) and general knowledge on the Bible in the entrance examination will be admitted to the first year B.Th.

(b) Attendance and withdrawal

1. If a student fails to attend a class for four lectures out of sixteen, he or she is no longer eligible to gain credit from that class, unless official permission has been obtained from the principal for sick leave and periodical absence from the class due to unavoidable circumstances.
2. If for a good reason a student desires a long leave of absence; such leave may be granted by the Management Committee with recommendation of the Principal.
3. If a student withdraws from the college and subsequently desires to re-enroll, he or she must submit a new application for admission.

(c) Examination

1. All examinations shall be taken as scheduled except for serious illness, or serious accident. In order to request an absence in exam the student must produce relevant papers, documents and recommendation from authorized person. With the knowledge of the principal, he or she must submit his/her request letter to the dean of studies.
2. If a student does not sit for an examination without any justifiable cause, he or she must repeat the course.
3. If a student fails in a subject but obtained more than 50%, he or she will be given a supplementary test.
4. If a student fails more than two subjects, he or she will not be allowed to sit for the supplementary tests and will not be promoted to the next class.
5. If he /she does not pass the Supplementary Examination, he/she is considered not qualified. If a student does not qualify in the first semester, he/she will not be allowed to continue his/her studies.

(d) Grading of Courses

1. The courses are graded as follow:

Passed marks - minimum 70%
 Failed - 69% and below

2. A student must have at least a grade of 70% for each course.
3. To pass with credit the student must obtain annual overall average of 80%.

(e) Grading System

Marks	Grade	GPA
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
69- below	F	0.0

A = Excellent

B = Good

C = Average

F = Fail

The method of calculating GPA (Grade Point Average)

Grade	4.0 Scale
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Sample of calculating GPA

Class	Credits	Grades	CreditxScore	Score
Pre-Calculus	2	A(4.0)	2x4.0	8.0
History	2	B+(3.3)	2x3.3	6.6
Chemistry	4	A (4.0)	4x4.0	16.0
Physical Education	1	C-(1.7)	1x17	1.7
French II	2	B (3.0)	2x3.0	6.0
American Government	1	B-(2.7)	1x27	2.7
Fun with Forensics	1	A(4.0)	1x4.0	40
13				45.0

Total Score/
Total Credits

=45.00
/13

➔

Weigh
ted
GPA

3.46

(f) Duration of Candidacy

1. The programme of studies for the B.Th degree must be completed within 6 years from the year the student is enrolled for the course.

(g) Academic Performance

A Student will be asked to leave for the following reasons:

1. Failure in more than two courses for two consecutive semesters. In certain cases, a student may be put on academic probation.

2. Sporadic failures and an indisposition to pursue the prescribed academic programme leading to the likelihood that completion of the degree requirements within the normal length of candidacy will be impossible.

3. Sporadic failures and an indisposition to pursue the prescribed spiritual and devotional programme leading to the likelihood that will be not suitable and advisable for him to lead a priestly life if the student is an ordinand trainee.

4. Sustain failure in field education assignments indicating that the student is ill-suited for the exercise of professional leadership in the churches.

(h) Scholarship and Stipend

There are endowment funds and annual donors for award of scholarship to outstanding students and award of stipend to deserving students.

1. Every year scholarships are awarded to the most outstanding students academically, spiritually, and socially in each class.
2. Recommendations for scholarship award are made by the teaching staff based on the academic, devotional life and social activities of the students to the Management Committee which makes final decision.
3. The scholarship award is made at the graduation exercise held every year at the end of each academic year.
4. Every year stipend is awarded to the most deserving students.

5. Recommendations for stipend are made by the principal depending on the financial condition of the student to the Management Committee which makes the final decision. The stipends are given to the selected students monthly.

(i) Field Education

The curriculum is planned to meet the situation and needs of the church and society. Field Education is the essential part of the B.Th programme of the college to help students develop the skill in ministry, to grow spiritually, morally, social relationship, and to apply the theories learned in the class room. It is church-based and is carried out every week of the academic year. All students will be given field assignment in field education. It will be graded based on the performance of the students.

(j) Internship and Summer Field Training

Internship programme and Summer Field Training are the requirements in the curriculum and a requisite for graduation. First year, second year and final year students are required to undergo two weeks or one-month summer field training and the third year one-month internship training during the summer holidays.

The summer field training emphasizes on mission, church development, and Christian education. Placement and training programme are arranged and assigned by the Principal and Dean of studies.

(k) Research Paper

1. As part of the curriculum the final year students are required to write a research paper.
2. The Length of the research paper must not be less than 6000 words.
3. It will be treated as a subject and graded accordingly.
4. The research paper may be written in English or Burmese.
5. The first draft of the paper must be submitted in November to the supervisor.
6. The final typed and bound paper must be submitted by the end of February.
7. The final draft of the paper must be presented in person to the research paper committee by the Dean of studies.
8. Students must follow the guidelines laid down for the research paper in writing, typing and binding.
9. Students failing to submit the typed and bound research paper by the deadline will not be allowed to graduate.
10. Students must pass the oral exam of their thesis defense for graduation.

(l) Transcript

1. The only academic record maintained by the college is the official transcript of the courses. This document is issued only upon the written request of the student and upon payment of the published transcript fees.
2. Since the transcript is an important academic record, it is suggested that at least once before graduation the Dean of studies check the accuracy of the record and sign accordingly.
3. The transcript records must be maintained in the office of the college.

(m) Tuition and Other fees

1. All students must give tuition fees, messing fees and other fees as determined by the Management Committee annually.

2. Day students who are attending the college are asked to contribute tuition fees, and other fees as determined by the Management committee annually.

3. Students from other denominations must pay tuition and other fees as determined by the Management committee annually.

I. Administration and Faculty

A. Organizational Structure

I. Board of Governor (2019-2021)

Chair Person	- Archbishop Stephen Than Myint Oo
Secretary	- Revd. Dr. Paul Myint Htet Htin Ya (Principal)
Members	- Bishop Dr. James Min Dein
	- Bishop David Nyi Nyi Naing
	- Bishop John Zau Li
	- Bishop Dr. Mark Mg Doe
	- Bishop Dr. Saw Shee Sho
	- Bishop Clement San Oo
	- Assistant Bishop Dr. Samuel San Myat Shwe
	- Revd. Dr. Lar Tin Hai (ATEM)
	- Revd. Aung Khine Nyunt
	- Revd. Allan Kyaw Myo Naing (GS- Province)
	- Revd. Reginal Matthew Bennet
	- Sayagyi Dr. U Saw Aung Hla Tun
	- U Aung Htet Doe
	- Dr. Cynthia Yin Yin Maw
	- Daw Joy Hla Gyaw
	- Naw Sar Wah

II. Management Committee

Chair Person	- Revd. Dr. Paul Myint Htet Htin Ya
Recording secretary	- Revd. Saw Richard Gregory Wai Moo
Treasurer	- Daw Margret Myint Myint Than (honorary)
Members	- Revd. Dr. Andrew Zaw Lwin
	- Revd. Moses Kasar Htaw
	- Revd. Aih Enoka
	- Revd. Saw Khalay Saw
	- Daw Khin Nwe Win
	- Dr. Naw Mercy See Sein Soe (Librarian)
	- Sayama Daw Rosy Tin Tin Win
	- U Peter Thaug Pe

- U Saw ThayLar Htoo (HCC)
- U San Linn
- Saya Isaac Khen

B. Faculty and Staff

I. Full-time Faculty

1. Revd. Dr. Paul Myint Htet Htin Ya (Principal)
2. Revd. Moses Kaser Htaw (Dean of studies and M.Min coordinator)
3. Revd. Richard Gregory Wai Moo (Dean of Students)
4. Revd. Brang Aung (Chaplain & FE Director)
5. Revd. Enoka (Lecturer, Assistant to the Principal)
6. Revd. Saw Khalay Saw (Assistant-Lecturer, Assistant to the Principal)
7. Revd. Dr. Andrew Mahn Zaw Lwin (professor)
8. Sayama Saga Hkang Taung (Lecturer)
9. Revd. Salai David (Assistant- Lecturer)
10. Sayama Po Po Myint Maung (Tutor)
11. Dr. Naw Mercy See Sein Soe (Librarian)

II. Faculty on Study Leave

- 1 Sayama Mary Hnin Hnin Aye Ph.D (Trinity College, Australia)
2. Revd. Sa Shile Luke M.Th (Trinity Theological College, Singapore)

III. Office Staff

1. Ruth Thandar Win (Office Staff)
2. U Saw David (Gardener)
3. Mg Aung Tu (Driver)
4. Nant San San Thin (Cook)
5. Ma Khin Nwe Nwe Tun (Supporting staff)
6. Salai La Pyae Phyo (Supporting Staff)
7. U Saw Peter Aye (honorary for ATRC)

J. Conferring of Degree

At present the degrees conferred by the College are B.Th degree and M.Min degree. Diploma in Ministry is also conferred to clergy and mission lay workers after completion of short course. Honorary D.D. is also conferred to worthy candidates from the Church of the Province of Myanmar (Anglican). Degrees are conferred at a special commencement service at the end of each academic year.

K. Administration and management

Under the guidance of the Archbishop and with the help of the Board of Governors, the administration and management are carried out by the Principal, Management Committee and Staff Council. The library is managed by the Library Committee formed by the Principal and Management Committee.

(a) Board of Governors

For giving guidance and laying down the policy of the college, the Board of Governors is formed by the Provincial Council. It has the authority to lay down the policy of the College and provides adequate faculty and financial resources. The Board of Governors includes:

- ◆ 5 board members who have certain experiences in formal higher education or higher theological education,
- ◆ one representative from Staff Council
- ◆ one representative from ATEM,
- ◆ one from Management Committee,
- ◆ one from higher theological education board,
- ◆ 3 diocesan bishops selected by the Provincial Standing Committee,
- ◆ the principal of the HCTC
- ◆ the General Secretary of the CPM.

The term of office for the board members is two years. The chairman of the board is the Archbishop and a board member is elected as vice-chairman. The principal of the college serves as the secretary of the board.

(b) Management Committee

The Management Committee is formed by the Board of Governors and its term of office is two years. The members include the principal of the college (chairperson), vice-principal of the college (vice-chairperson), Dean of Studies, Dean of Students, parish priest of the Holy Cross Church, one lay representative from the Holy Cross Church, 3 lay members selected by the principal and approved by the Board of Governors, one priest selected by the principal and approved by the Board of Governor. The Management Committee carries out its work according to the policy laid down by the Board of Governors of the College. It also submits a report to every meeting of the Board of Governors. Besides, it also presents bi-annual report to the Provincial Council through the Board of Governors and Provincial Standing Committee.

The Committee takes care of the movable and the unmovable property of the college and appoints non-teaching staff according to the approved setup. The Committee also assists in raising the required finance of the college and supervises in management of the degree conferring course and diploma course. The Committee is also responsible for the up keep of the disciplines of the students and promotion of the long-term plan laid down by the college.

(c) Staff Council

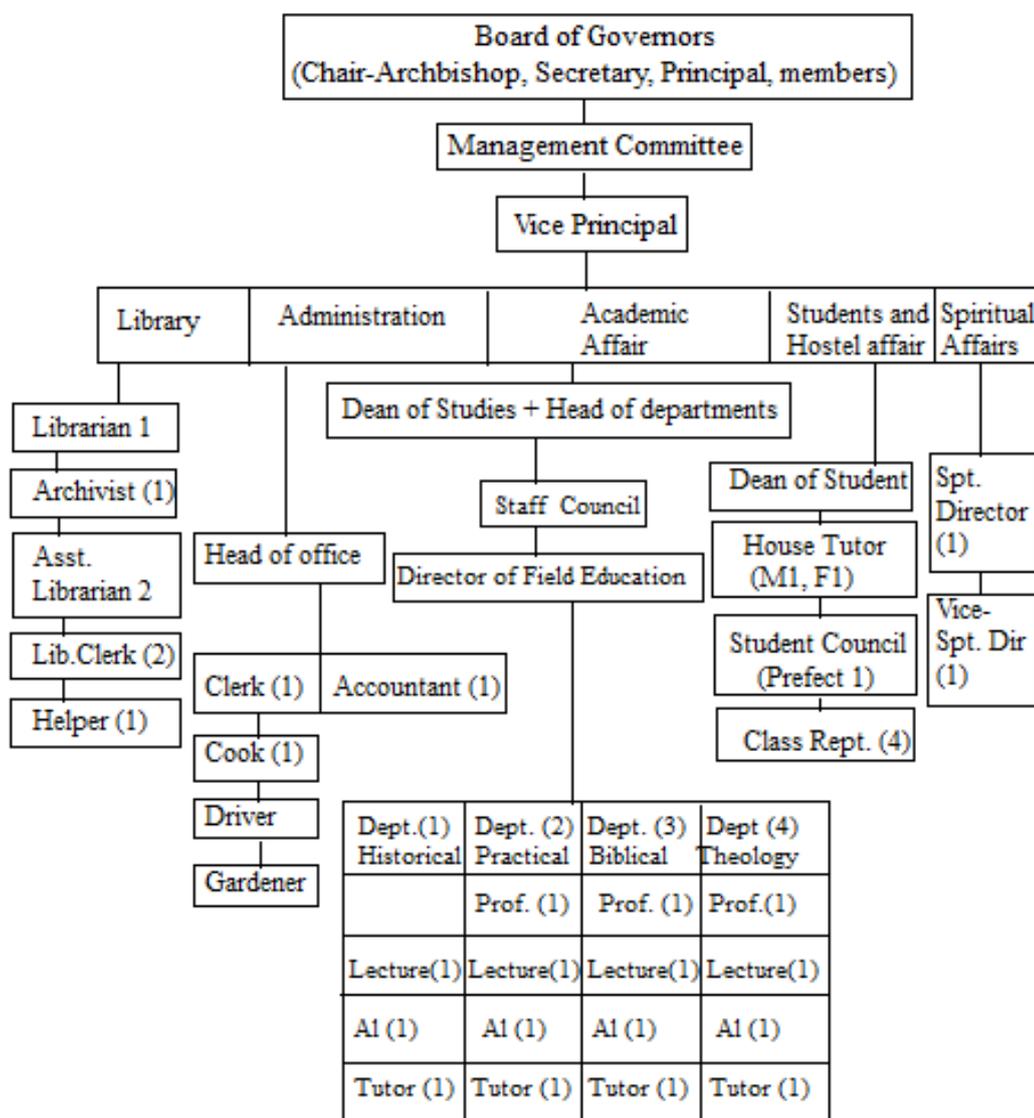
The Staff Council consists of the principal and all the teaching staff of the college. The principal is the chairperson and Dean of Studies is the secretary. The duty of the committee is to draw up and revise the curriculum and syllabus of the college as required to and give the advice to the librarian for the purchase of books for the library. It must also supervise and carry out the exams, preparation of results and awarding the outstanding students.

(d) Library Committee

The library committee is formed by the Management committee in consultation with the principal. Library Committee consists of the Librarian (Secretary), assistant librarian, three

teaching staff, and two library resource persons from outside. Its term of office is two years and the chairperson is elected from the members at the first meeting of the new committee. The committee takes care of and laid down the policy for the progress of library and gives advice and guidance for the smooth running of the library. It also submits annual report to the Management Committee. It strives to make the library an up-date one by drawing short term and long term plans. The full financial requirement of the library is allotted in the budget of the college annually.

(e) The Administrative set-up which is using as trial for 4 years is as follow: -



(f) The present strength of the teaching and non-teaching staff of the college are as follow:-

(1) Principal	1
(2) Full-time teaching staff	11
(3) Part-time teaching staff	9
(4) Library staff	2
(5) Office staff	2
(6) Manual staff	3

(g) Student Council

It represents the student body whenever the need arises. It organizes educational, physical and social welfare programmers for students under the guidance of the principal and teaching staff council of the college.

1. The student body elects the Executive Committee of the Council at the beginning of every academic year.
2. The Executive Committee plans student activities in coordination with the faculty.
3. Special lectures, general talks and discussions of topics which are interest to the community life of the college are organized by the council in consultation with the principal whenever possible.
4. Choir practice is held every Friday afternoon.
5. The Council also organizes outdoor and indoor sport such as football, paikyaw chin, table tennis, chess etc. for the students.
6. It produces annual Shalom magazine.

L. Worship and devotional life.

1. Worship and devotional life is the central part of students.
2. All students must enter into (3) days retreat at the beginning of each academic year.
3. It is compulsory for all the students to attend morning meditation, mattins, Holy Communion, mid-days service, evensong and compline every day.

M. General Regulations

(A) Pledge

All students who are admitted to the college must make the following pledges and sign it after reading it carefully.

The undersigned, hereby promise to abide by the following pledges:-

1. I shall not take part in any political activity that will jeopardize my college and my church.
2. I shall devote my time and energy to my studies and the devotional life laid down by the college.
3. I shall abide by the rules and regulations as laid down by the College.
4. I shall do my best to uphold the honor of the college.

5. I shall safeguard the worthy name of my church and the Christian Church of Myanmar as a whole.

If I fail to abide by these above pledges, I am prepared to accept the decision of the Management Committee of the College.

(B) Disciplinary Actions

All the disciplinary matters and academic matters will be strictly dealt with according to rules and regulations that are mentioned in the Handbook. Therefore, any student who breaks the rules would be warned, suspended, or expelled accordingly.

B.1 Academic

A student will be asked to leave for the following reasons:

1. If a student fails more than three subjects in one semester, he/she will be given written warning.
2. Failure in more than two courses for two consecutive semesters. In certain cases, a student may be put on academic probation.
3. Sporadic failures and an indisposition to pursue the prescribed academic programme leading to the likelihood that completion of the degree requirement within the normal length of candidacy will be impossible.
4. Sustain failure in field education assignments indicating that the student is ill-suited for the exercise of professional leadership in the churches.

B.2 Conduct/Communal Life

1. Students should act at all times in a manner befitting a divinity student.
2. Student should be neat and tidy in dress and must wear the prescribed outfit at all devotional worship and services.
3. Students should respect each other's cultural traditions and doctrinal position of different racial groups and denominations who are attending the College.
4. In the presence of students of other races students in politeness should speak in Myanmar or English.
5. Every student is solely responsible for his/her content – including posts, comments, likes, shares and follows - when using social media.
6. Any student who fails to attend daily offices without justifiable reasons shall be warned.
7. Students should avoid posting or sharing any comments, photos, videos, etc. that damages the image of the school and of the church.
8. Students should avoid transmitting any material that is hateful or, racially, ethnically or otherwise offensive and discriminating.
9. Any student got into physical confrontation will be given written warning.
10. Any students after two warnings by the authority concerned will be asked to leave the college. This decision will be made by the Management Committee in consultation with Teaching Staff Council.
11. Any student found guilty of serious moral offence will be asked to leave the College without any warning.

B. 3 Devotion

1. Sporadic failures and an indisposition to pursue the prescribed spiritual and devotional programme leading to the likelihood that will be not suitable and advisable for him to lead a priestly life if the student is an ordinand trainee.
2. Any students who fails to attend the required offices more than 75% shall be given warning.

N. Library regulations and Information

The college established an up-to-date library by building a separate building in 1996. At present the library has relevant titles about 15,000 and managed by 3 well-trained library staff.

(A) Library opening hours

1. The college library is opened from 9:00 am to 4:30 pm and 7:00 pm to 9:00 pm on weekdays (from Monday to Friday)
2. The library is closed on Saturdays, Sundays and holidays.

(B) Circulation of Loan Books

1. Each student is allowed to check out 10 books at a time which must be returned within 14 days. Extension may be made if the books are not required by any other.
2. Teaching staff are allowed to check out 30 books at a time which must be returned in the end of each semester.
- 3.. In case of failure to return the books on date due a fine of K.100 will be charged per day for each book.
4. When borrowed books are lost, they may be replaced or a triple amount of the current cost shall be charged.
5. Books must be returned through the librarian or the authorized persons.
6. All books must be returned before the final examination of the second semester, if failing the examination result will not be declared.
7. Serious action will be taken if one is caught stealing and vandalizing books.
8. Graduating students must return books to be eligible for conferring of degrees.

O. Hostel Regulations and Information

(A) Hostel Facilities

1. There is room for (40) male students and (16) female hostel students.
2. There is a dining room for (55) students with kitchen attached.
3. There is also a small chapel in the main building.

4. Holy Cross Parish Church is also used as a College chapel.

(B) Hostel Administration

1. Both the male and female hostels are administered by the principal or anyone authorized by the principal.
2. The hostels are opened (5) days before classes begin and close (5) days after graduation service.
3. All those who are preparing for a full-time ministry are compulsory to stay in the hostel.
4. Hostel students must abide by the rules and regulations laid down by the Management Committee.
5. Warning will be given to students who fail to do so. After three warning the student will be asked to vacate the hostel.

(C) The general rules of Hostel

1. Students must stay in the room and bed allotted.
2. No visitor is allowed to go upstairs. Students must receive the guests in the parlour.
3. No overnight visitors are allowed in the hostels.
4. Students must make beds and keep their rooms neat and tidy.
5. Students must avoid scribbling and sticking posters on the walls.
6. Every student must carry out assigned daily work regularly and thoroughly.
7. Student must inform the Prefect if she or he is unable to carry out duties due to illness or unavoidable circumstances.
8. There will be general cleaning on every Saturday.
9. Students must inform the Prefect in case of sickness.
10. The use of electric power or current other than lighting is strictly prohibited.
11. No smoking is allowed in bedrooms and class rooms.
12. No spitting is allowed on college premises.

(D) Study

1. Hostellers must study in the allotted class rooms or study room from 7:00 pm to 8:45pm.
2. No shouting, singing, turning on radio or cassettes and playing of guitars during class hours and study hours is allowed.
3. The student must observe the rule of silence in the dormitory after the compline and light out at 11:00 pm.
4. The student must wake up at 5:30 am.

(E) Leave for Hostel

1. A hosteller must sign in the outgoing chart every time he/she goes out and returns, writing all the particulars as required in the register.
2. No hosteller is allowed to spend the night outside the hostel, unless permission is given by the principal.

(F) Security of the Hostel

1. Each student should be alert to the need for room and campus security at all time.
2. Doors and windows must be locked when the room is vacant.
3. Money or any other valuable items must not be left unsecured even if leaving a room briefly.
4. Student should report immediately any suspicious persons or events to the Prefect and then to the principal.

(G) Hostel Messing

1. Hostel messing is managed by the principal and the appointed students.
2. Meal will be served five days before classes begin and 5 days after the graduation.
3. Students must perform the assigned dining room duties regularly and conscientiously.
4. The dining room hours are:

Morning Meal	8:00 am	to	8:30 am
Afternoon Light Refreshment	12:15 pm	to	12:45 pm
Evening Meal	5:00 pm	to	5:30 pm
5. All students are requested to respect meal hours.
6. All meals must be taken in the dining room.
7. No food may be taken out of the dining room unless for an approved reason like illness.