正道生活引介

Introduction of Logos Student Life

親愛的新同學：

Dear New Seminarians,

歡迎您們來到正道福音神學院，成為正道的一員，我們將有一段時間生活相處在一起，我們學校的異象是「為主圖謀大事，搶救百萬靈魂」。願您們好好接受裝備，好叫您們能在國度中成為一個合神心意的僕人。

Welcome to Logos Evangelical Seminary and become a member of the Logos family. We will be spending a period of time living and learning together. The vision of our seminary is "Attempting Great Things for God, Rescuing Millions of Souls." We hope you will take the equipping here with diligence and become a servant after God's heart in His Kingdom.

學校注重「靈命、學識、生活、事奉」這四方面的平衡。學識方面，您們在課堂、圖書館、書本可以得到。靈命卻不只在書本上，而是在與家人的生活中、與他人的互動中、並所面對的事務中體驗出來，而這些都會影響您們的事奉。其實最基本的是靈命的塑造，這不是密集課程可以學出來的，而需經年累月倚靠聖靈，一點一滴去操練出來的。唯願當您們在注意學識、生活、事奉時不忘以靈命為重，唯願在正道之學習成為您們一生的幫助。

Our seminary emphasizes a four-fold balanced approach in cultivating your spirituality, knowledge, lifestyle, and ministry. Spirituality is not formed by books alone but by your interactions in daily life with your family, others, and how you handle your responsibilities. These will affect your ministry. In fact, the most essential training is in spiritual formation which cannot be learned through intensive classes. It is through step by step, months' and years' of practices on relying on the Holy Spirit. My sincere desire is that you will not forget to stress the importance of cultivating your spiritual life while paying attention to knowledge, lifestyle, and ministry. My prayer is that your study at Logos will be of great help to you throughout your whole life.

享有美好靈修生活

Enjoying A Wonderful Devotional Life

與神會面最好的時間是每天的開始，因為在早上我們的思想清醒，而新鮮的一日正等著我們去開始。但若有特別原因使我們必須採取別的時間，最好也能將這時間安排得越早越好。選擇一個適合的時間，使你能夠從容不迫，也不受打擾地來到神的面前。

The best time to meet with God is at the beginning of the day. Our thoughts are clear in the morning, and a new day is waiting for us to start. If for some special reason you have to use another time, it is best that you arrange it as early as possible. Choosing an appropriate time can help you come before God without rushing it through or being interrupted.

選擇一個你可以經常單獨使用的地方。你一定要以正確的動機開始，而不應以交差作動機。你想花時間單獨與神在一起的原因很簡單，是因為你愛祂。你盡心、盡性、盡意愛祂，所以你迫不及待地走到那特別的寧靜地點，與祂在一起。

Choose a place that you can use regularly and alone. You must start with a right motive and not do it as routine. The reason you want to spend time with God is simple – because you love Him. You love Him with all your heart, mind, and soul, so you can't wait to go to that special, quiet place to be with Him.

這是崇拜和禱告的時間，而不是研經時間。用另一段時間來查考聖經，這樣你的靈修時間便不需很長。馬凱莎（Catherine Marshall）說：「很久以前我就曉得，除非我在一天的開始時，至少有一段簡短的崇拜和禱告時間，否則那天會過得很不對勁。通常我會在這段時間裡問：『主啊，你今天有特別的話對我說嗎？』」。

It is a time for worship and prayer and not for Bible study. You can use another time for Bible study so your time of devotion will not take too long. Catherine Marshall once said, "I knew a long time ago that, unless I spend a short time of worship and prayer at the beginning of the day, that day will not go smoothly. I would usually ask at this time, 'Lord, do you have something special to say to me today?'"

以下是一個實用簡單靈修程序：

Below is a very practical and simple devotional procedure:

a. 讀一段聖經，或者是一篇讚美神的詩篇。

a. Read a passage of scripture or a psalm of praise.

b. 禱告，你可以遵照以下的綱要，為了便於記憶，可用英文縮寫 ACTS 幫助你。

b. Prayer – you can use the following guide. For easy memory, the initials of ACTS can help you.

A. 尊崇（Adoration）。讚美神的本性，告訴祂你愛祂、尊崇祂、敬拜祂。

A. Adoration – Praise God's nature, tell Him you love him, adore him, and worship Him.

C. 認罪（Confession）。省思是否有不討神喜悅之處並請求主赦免與更新。

C. Confession – Examine yourself to see if there is anything that displeases the Lord and ask for His forgiveness and regeneration.

T. 謝恩（Thanksgiving）。為祂所成就的、為周圍的人和所發生的事而感謝祂。

T. Thanksgiving – Thank Him for what He has done, for those around you and for the things that happened.

S. 代求（Supplication）。把一切祈求帶到祂面前。

S. Supplication – Bring all your petitions before Him.

c. 聆聽，在每段禱告期間，停頓下來聆聽，讓祂對你說話。如果時間允許，可以就所讀的聖經安靜默想。

c. Listening – During your prayer time, pause to listen and let Him speak to you. If time allows, you can meditate quietly on the scriptures you have just read.

新 生 入 學 指 引

New Students Entrance Guide

歡迎各位正道福音神學院“新鮮人”加入福音使者裝備的行列，我們知道要成為合主心意的工人除了必須接受學識上、靈命上的操練之外，更需要接受各種不同生活層次的操練。這是提醒我們身在異國或他鄉該如何面對新的環境及不同的習俗。

Welcome, Logos “freshmen,” in joining the training of ambassadors for the gospel. We know in becoming a worker after the Lord’s heart requires not only the practice of knowledge and spirituality, but also the practice in various life aspects. This is to remind us to learn how to face our new environment and different customs in a foreign country or place.

本院學務處提供“學生手冊”主要的目地乃在於幫助學生們在最短的時間內有效的適應新的環境。以下是在**<u>剛入學階段須首先注意辦理的事項</u>**:

The purpose of our seminary’s Office of Student Development in providing this “Student Handbook” is to help our students adjust to their new environment effectively in the least amount of time.   Below are the items you need to attend to first as you enter the seminary:

1. 到達宿舍（請先洽宿舍經理）Arrive at the dormitory (please contact the dorm manager first)
   - 1.1 申請電話 Apply for a telephone
   - 1.2 申請用電 Apply for electricity
2. 赴校報到（可由學生宿舍自治會關懷同工協助）

   Report to the seminary (can be assisted by the Student Dormitory Resident leaders)
   - 2.1 至國際學生顧問報到時需攜帶:

     Bring the following items to the International Student Advisor:
     - 2.1.1 護照 Passport
     - 2.1.2 I-20 I-20
     - 2.1.3 I-94 I-94
     - 2.1.4 Visa Visa
   - 2.2 註冊組報到

     Report to the Registration Office:
     - 2.2.1 註冊 Register
     - 2.2.2 選課 Select classes
     - 2.2.3 到會計室繳費 Pay fees at the Accounting Office
     - 2.2.4 辦理學生證 Process Student Identification Card
3. 辦理〈可請關懷同工或住宿舍之同學、鄰居陪同〉

   Apply for (can request the assistance of dorm. leaders, dorm students or neighbors):

3.1 銀行存款 Bank Accounts

3.2 社會安全卡 Social Security Number

3.3 國際學生健康保險〈請洽國際學生顧問〉International Student Health Insurance (please consult with International Student Advisor)

3.4 考駕駛執照 Driver's License

3.5 汽車保險 Car Insurance

宿 舍

Dormitory

本學院共有三棟，一棟「良牧之家」，為五十單位的公寓，內有浴室及廚房設備。每單位的基本配備為：電冰箱、瓦斯爐、長桌、椅子、單人床或雙人床、冷氣機及暖氣爐。另一棟為「恩典之家」，以四棟獨立屋組成。每棟基本配備為：電冰箱、瓦斯爐、暖氣爐; 可住 2-4 人，房間的基本配備為：單人床或雙人床。第三棟為「蒙福之家」是 10 個單位的公寓，分別為一房一浴 4 單位、兩房一浴 2 單位、兩房二浴 3 單位、及三房二浴 1 單位，屋內基本設備齊全。

申請資格必須是正式錄取學生，申請者必須將表格正本及定金寄回學務處辦公室，待審核通過後，宿舍經理將會安排住宿。詳情請看「良牧之家／恩典之家 / 蒙福之家」住戶手冊。

There are three dormitory buildings. One is called the "House of Good Shepherds," which is a complex of 50 apartment units. Each unit has its own bathroom and kitchen and is equipped with refrigerator, gas range, long table, chairs, kitchen light, hallway light, smoke detector, single bed or double bed, garage door remote control, air-conditioner and furnace. The second building is called the "House of Grace," which is made up of four single houses. Each house comes with refrigerator, gas range, furnace, and can house two to four people, and is equipped with single or double bed and garage door remote control. The third building is called the "House of Blessings," which is a complex of 10 apartment units. Standard equipment include: refrigerator, gas stove, heater, remote control for garage door, single or double bed.

Applicant must be currently enrolled full-time student. Applicant must submit application form and payment to Student Development Department, once accepted, dormitory manager will arrange for residence.

參 與 學 院 活 動

Participation of Seminary Activities

1. 週 三 崇 拜 Wednesday Chapel

週三崇拜設立的目的是為了幫助學生建立一個敬拜神的生活，吸收諸多傳道前輩生命與事奉的精華，進而發展成熟的基督徒生命。每一位全修生都必須全程參加；也鼓勵部分時間學生一同參與。

The purpose of the Wednesday chapel is to establish a life of worship for the students, gain wisdom from the life and ministry of seasoned Christian ministers, and develop mature Christian character. All full-time students must attend chapel throughout the academic year, and part-time students are encouraged to attend.

2. 週三下午學生活動 Wednesday Afternoon Student Activities

週三下午一時至二時設有學生活動, 目的是促進同學間的相交及關係成長。內容有師生關懷小組、見証分享、宣教認識、休閒康樂、座談和專題等等。

There are student activities on Wednesday afternoons from 1:00-2:00. The purpose of these activities

is to promote relationship building among students. These activities include teacher-student small group caring time, testimony sharing, exposure to missions, leisure and recreation, workshops, and special topic presentation.

如有困難無法參加崇拜及學生活動，同學必須提出請假, **請假注意事項：**

If for some reason you cannot attend chapel or student activity, you must request leave of absence. Below are the guidelines:

1. 每學期**最多**請假兩次，需向學務長事先請假得批准後，請假始得生效。

   Each semester, a maximum of two absences is permitted. Prior approval must be obtained from the Dean of Student Development Department for an absence to be considered valid.

2. 請務必通知您的小組輔導老師，並告知請假原因。

   Please be sure to notify your small group advisor and inform them of the reason for your absence.

3. 如因緊急事故而無法事先請假者，需於當天以電話或電郵告知學務長與小組輔導老師。

   If you are unable to request leave in advance due to an emergency, you must notify the Dean of Dean of Student Development Department and your small group advisor by phone or email on the same day.

4. 請勿藉他人傳話請假。

   Please do not request leave through a third party.

5. 無故缺席**二次**以上之紀錄將會留在學生個人檔案**一**年並同時在這段期間將會喪失一些權利。如：選舉權、助學金申請資格等，收到學務處的警告通知，並送教務會議討論。

   Records of two or more unexcused absences will be kept in the student's personal file for one year. During this period, the student will lose certain privileges, such as voting rights and eligibility to apply for financial aid. A warning notice will be issued by the Office of SDD, and the case will be submitted to the Academic Affairs Committee for review.

3. 禱 告 會 Prayer Meeting

本院不單訓練學生「站起能講道、出去能宣教」，也盼望整個學院及學生能成為「跪下能禱告」的人。「舉起禱告的手」是禱告會的宗旨。因此，為著鼓勵全體教職員及學生參與禱告會，學院及宿舍皆有舉辦定期禱告會，學院也按著需要設立 40 天連鎖/禁食禱告網。禱告會的時間如下：

Besides training students to "stand up and preach, go out and evangelize," our seminary also expects all our faculty, staff, and students to become people who can "kneel down and pray." "Lifting up our praying hands" is the purpose of our prayer meetings. In order to encourage all faculty, staff, and students to participate in prayer meetings, there are regular prayer meetings scheduled at both the seminary and dormitories. The seminary also designates special 40 days prayer chain/fast and prayer network as needs arise.

禱告會 **Prayer Meeting**	地點 **Location**	時間 **Time**
全院禱告會 Schoolwide Prayer Meeting	Chapel	每週三早上 10:30-11:00 Every Wed morning 10:30-11:00
良牧之家禱告會 House of Good Shepherds Prayer Meeting	良牧之家活動室 House of Good Shepherds Activity Room	每天晚上 9:00-9:30 Every Night 9:00-9:30

4. 學 前 靈 修 營 Pre Academic Year Retreat

為了促進全院師生共同領受異象，同心同行，學院於每學年開學前一週舉辦「學前靈修會」。全時間同學必須全程參加，**如因故不能參加者，必須事先向學務長請假，並於事後聽錄音帶及繳交心得報告。**無故缺席或沒有聽錄音帶及繳交心得報告者，記錄將會留在學生個人檔案一年，同時在這段期間將會喪失一些權利。如：選舉權、獎助學金申請資格等。並將會收到學務處的警告通知並送教務會議討論。部分時間的同學於畢業前必須選擇一次全程參加。

To foster a shared vision and unity among all faculty and students, the Seminary holds a Pre-Semester Spiritual Retreat during the week prior to the start of each academic year. All full-time students are required to attend the entire retreat. Those who are unable to attend due to special circumstances must request leave in advance from the Dean of Student Affairs and, afterward, listen to the recordings and submit a written reflection report.

Students who are absent without excuse, or who fail to listen to the recordings and submit the reflection report, will have a record placed in their personal student file for one year. During this period, they will lose certain privileges, such as voting rights and eligibility to apply for scholarships or financial aid. A warning notice will be issued by the Office of Student Affairs, and the case will be submitted to the Academic Affairs Committee for review.

Part-time students are required to choose and fully attend one Pre-Semester Spiritual Retreat prior to graduation.

5. 關 懷 輔 導 小 組 Caring Advising Small Group

關懷小組成立的目的是為關懷學生團體生活並輔導學生把信仰落實到生活中。

The purpose of the caring advising small group is to care for the social life of the students and give counsel to living out the faith.

成員－ 有博士班、碩士班及網路和部分時間的學生，由小組輔導老師帶領。

Members – Doctoral, master's, online, and part-time students are led by their respective small group advisors.

聚會時間－ 週三下午 1:00-2:00（請參照由學務處發出之時間表）

Meeting Time- Wednesday afternoon 1:00-2:00 (Please refer to the schedule given by the Office of Student Development.)

聚會地點和內容由各小組自行決定

The meeting location and content are determined by each small group.

6. APS02 神學生、傳道人自我成長課程 （Seminarians and Ministers' Personal Growth）

為使學生們在一般人際關係和夫妻關係有所成長，並於日後在事奉崗位上能為主做見證、成為眾人的榜樣及祝福，學院於每學期安排「神學生、傳道人自我成長」課程。新生必須參加，時間另行通知。

To help students grow in general interpersonal relationships and marital relationships, and to enable them to bear witness for the Lord, serve as role models, and be a blessing to others in their future ministries, the Seminary offers a "Seminarians and Ministers' Personal Growth" course each semester. New students are required to attend. The schedule will be announced separately.

7. 新 生 訓 練 New Student Orientation

新生訓練於每學期開學前舉辦一次。每一位新生均必須要參加。 如因故不能參加者，必須事先向學務長請假。

New student orientation is held once before the start of each semester. Every new student is required to attend. If a student is unable to attend for any reason, they must request permission in advance from the Dean of SDD.

8. 社 團 活 動 Social Club Activities

社團成立的目的是為幫助學生培養興趣及多元化精神。

Social Clubs are formed for the purpose of helping students cultivate various interests.

成員－ 依照同學們個人的興趣來參加，如想成立新社團，則須有五位同學於秋季開學第一個星期向學務長提出申請，通過即可成立。每一社團每年有$200.00 預算

Members – Students may join clubs based on their personal interests. If students wish to establish a new club, at least five students must submit an application to the Dean of SDD during

the first week of the fall semester. Upon approval, the club can be officially established. Each club is allocated an annual budget of $200.00.

聚會時間和地點－自行安排

Meeting Time and Location – Each club makes their own arrangement.

9. 特 別 活 動 Special Activities

因著特定的節日或事工，學生會及校方會舉辦一些特別活動。藉著這些活動，可促進學生與校方間以及學校與外界的良好關係。特別的活動如下：

The student body and the seminary will plan special activities during specific holidays or ministries. These activities help to promote relationships between students/seminary and seminary/outside entities.

Special activities are:

1. 受難日禁食禱告會 Good Friday Fast and Prayer Meeting
2. 迎新與送舊〈包括春節及中秋〉New Students Welcome Party and Graduating Students Farewell Party (including Spring Festival and Mid-Autumn Festival)
3. 畢業歡送會/畢業典禮 Graduation Farewell Party / Commencement Ceremony
4. 學前靈修營 Pre-Semester Spiritual Retreat

全時間同學都必須參加以上活動，**若不能出席須向學務長提出請假**。

All full-time students are required to participate in the above activities. If unable to attend, they must request permission from the Dean of SDD in advance.

學 生 操 行

Student Character and Behavior

學生蒙召為牧者或基督教機構事奉者，按聖經規範，理應在行事為人上，足堪為信徒楷模。本院對學生之品格與生活見證之要求，高於一般社會之期許。學生應遵守法律、尊重憲法的權威和服從學院的政策與校規。「不合宜行為」乃指不符合學生、教職員、學校及教學過程之最大利益的行為。它包括（但不受限）下列諸項目，凡觸犯者將受到處分：

Students are called to become pastors or Christian organization ministers; the biblical standard demands that they become models in word, deed, and character. Our seminary requires a higher standard for our students' character and life testimony than societal expectations. Students should obey the law, respect the constitutional authority, and abide by the seminary's policy and regulations. "Inappropriate behaviors" refer to behaviors that do not meet the greatest benefit for our students, faculty, seminary, and the teaching process. They include (but not limited to) the following. Violators will be disciplined:

1. 學業上的過失，如：考試作弊、捏造事實、抄襲、及其他課業上不誠實行為；
   Academic errors, such as cheating, lying, plagiarism, and other dishonest behaviors;
2. 身體和言語的傷害、恐嚇、脅迫、騷擾等危及他人健康及安全的行為；
   Bodily and verbal abuse, threat, coercion, or harassment which damage other's health and safety;
3. 使用或持有非法藥物、酗酒、和吸煙等；
   Use or in possession of illegal drugs, over-drinking and smoking;
4. 性方面的不當行為，如：性攻擊、性騷擾和同性戀行為等；
   Sexual misconducts, such as sexual assault, harassment, and homosexual behavior;
5. 偷竊及損壞學院或私人物品的企圖或行為；
   Attempt or acts of theft and damage to seminary or personal properties;
6. 未經許可持有、複製、或使用學院的鑰匙，以及未經許可進入或使用學院場地；
   In possession, copying, or using seminary keys without permission, and entering and using seminary facility without permission;
7. 非法或未經許可在校園內持有槍械、爆炸物、其它武器或危險性化學藥品；
   Illegal or in possession of guns, explosives, other weapons or dangerous chemicals on campus without permission;
8. 偷竊或不當使用學院的電腦設備，如：
   Stealing or inappropriate use of seminary's computer equipments, such as:
   - 8.1 未經許可進入、閱讀、或更改職員、教授或私人的檔案；
     Entering, reading, or altering staff, faculty or personal files without permission;
   - 8.2 未經許可轉送或刪除學院電腦系統的資料；

Transmitting or deleting seminary computer system materials without permission;

8.3 未經許可使用他人的識別資料或密碼；

Using other's identification or password without permission;

8.4 使用電腦設備干擾其他學生、職員或教授；

Using computer equipment to interfere with other students, staff, or faculty;

8.5 使用電腦設備觀看、傳送或接收猥褻、污衊或其他不當的資訊；

Using computer equipment to watch, transmit, or receive obscene, indecent, and other inappropriate information;

8.6 使用電腦設備干擾學院電腦系統的正常運作；

Using computer equipment to interfere with seminary's regular operation of computer systems;

9. 打架、口出污衊或粗俗的言語；

Fighting or use of slandering, vulgar language;

10. 學生在读中若有任何婚姻形式的改變(如:結婚、離婚、再婚…)，應至少事前三個月書面告知學務處，並由學院作相關輔導(如: 辅开思婚前檢測、專業輔導轉介…)。如有刻意隱瞞事實，經發現將委由學生操行委員會進行評估處置。

If, for any reason, student's marital status changes during the program of study (e.g. marriage, divorce, remarriage…), he or she shall notify the SDD (Student Development Department) at least three months prior to the change. SDD, if possible, will arrange or refer the student to necessary counseling service (e.g. FOCCUS premarital counseling, professional marital counseling). If the student intends to conceal the fact, the case will be forwarded to the Student Disciplinary Committee for further evaluation.

11. 美國正道神學院學務處學生生活關懷網 管理條例:

Management Regulations for the Student Life Care Network under the Office of SDD, Logos Seminary, United States.

1) 本群僅限本院全職半職或在線全職半職在校生??及學院相關同工加入，群友請勿自行邀請其他人士參加。所有發言屬於個人行為，本群沒有任何立場，只是提供平台便利同學們交流分享。

This group is restricted to full-time, part-time, or online full-time/part-time enrolled students of the seminary, as well as relevant staff members. Group members are kindly requested not to invite others without authorization. All statements made in the group represent individual opinions. The group itself holds no official position and serves solely as a platform to facilitate communication and sharing among students.

2) 入群後，請依照: 姓名(全名)-居住城市-就讀學位的方式修改自己在群內的暱稱 (例如: 許麗心-洛杉磯-MACS)

Upon joining the group, please update your nickname in the following format: Full Name – City of Residence – Degree Program (e.g., Li-Hsin Hsu – Los Angeles – MACS).

3) 群內以分享與美國正道神學院學習等相關信息，如有關學生生活學習上的協助、同學間的彼此關懷、代禱、陪伴、交流為主。

The group primarily serves as a platform for sharing information related to studies at Logos Seminary, including support for student life and learning, mutual care among students, prayer requests, companionship, and communication.

4) 若非學生個人的資訊分享(如詩歌、見證、影片、靈修心得、講座課程等) ，以每人每周最多一個轉貼分享為限，但本人的代禱或分享不在此限。 所有本群內容不得私自外傳或評議，若沒有本人同意則不得自行轉貼分享。

For non-personal information sharing (such as hymns, testimonies, videos, devotional reflections, lectures, and courses), each member is limited to sharing or reposting no more than one item per week. However, personal prayer requests or shares are exempt from this limit. All content within this group must not be distributed or discussed outside the group without the explicit consent of the original poster.

5) 發言內容禁止: 未經證實之網路傳言或不實言論、政治敏感或偏激負面之話題、任何形式的廣告或商業促銷行為。

Prohibited content includes unverified rumors or false statements circulated online, politically sensitive or extreme negative topics, and any form of advertising or commercial promotion.

6) 本群發言須以尊重保密的心態接納個人的心聲感受和觀點角度。 當群內有同學尋求支持或表達心情感受時，盼望大家能多傾聽，給予了解和共情，不給不請自來的建議或批評。群內所有使用的文字語言均不得有攻擊或負面控訴毀謗之言詞。

All group communications should be conducted with respect and confidentiality, embracing individuals' heartfelt feelings and perspectives. When members seek support or express emotions, it is hoped that everyone will listen attentively, offer understanding and empathy, and refrain from unsolicited advice or criticism. Language used within the group must not contain any form of attacks, negative accusations, or defamatory remarks.

7) 畢業生請改至參加正道校友群，或若不再繼續正道的學習也需離開此群，以保持學生生活關懷群的單純性，保護在校同學們的隱私和安全性。

Graduates are kindly requested to join the Logos Alumni Group. Those who are no longer continuing their studies at Logos should also leave this group to maintain the group's focus on current student life care and to protect the privacy and security of enrolled students.

8) 若不慎誤傳不合本群組宗旨之訊息，請傳送者儘速自行收回(unsend)。(Line 在發布後 48 小時內皆可收回 unsend，請不要只用刪除(delete)，因若只是刪除，其他群友仍能看到貼文。

If a message inconsistent with the group's purpose is inadvertently shared, the sender is kindly requested to promptly recall (unsend) the message. (On Line, messages can be unsent within 48 hours of posting. Please do not just delete the message, as deleting only removes it from your view but leaves it visible to other group members.)

9) 未能遵守群規者，經同工私訊提醒兩次後，若仍未能改進，將請出本群組。 情節嚴重者，將依照美國正道神學院學生生活守則處理。

Members who fail to comply with the group rules will receive two private reminders from staff. If no improvement is made, the member will be removed from the group. In cases of serious violations, disciplinary actions will be taken in accordance with the Logos Seminary Student Life Code of Conduct.

12. 違反學院教務的條例與規則。

Violation of seminary's academic rules and regulations.

按加拉太書 6:1-2 的精神，學生操行委員會處理學生事故時，當在基督裡真切關懷學生，使其決議能促成當事人的學習、成長以及專業發展。該學生、學院與教會的長遠福祉乃是委員會決議過程中的首要考量。

When the Student Character Committee handles student disciplinary cases, it should conduct itself in the spirit of Galatians 6:1-2 by taking Christ like effort to care for the overall good of the student so that its decisions will promote his/her learning, growth, and professional development. The student, seminary, and church's long-term bliss should be the primary consideration of the committee's decision-making process.

為使本院成為一個真正負責且能挽回人的群體，期盼全體師生能共同負起責任，在發現任何同學有不合宜、不道德、傷害本院或其事奉的機構之言行時，即時通知學務處。

For the seminary to become a responsible and redeeming entity, we hope all the faculty and student body can bear the responsibility of notifying the Office of Student Development immediately upon discovering any inappropriate, immoral, and damaging word or deed done by any student to the seminary or to his/her ministering organization.

學務長接到報告後，當即時進行必要的調查，包括與各個當事者進行溝通，評估雙方能否自行協商解決，或需要進一步處理。如果事情無法解決，學務長當匯整當事者提供的資料向院務會議提出書面報告。

Upon receiving report of misconduct, the Dean of Students should begin necessary investigation at once, which includes communication with all involved parties, evaluation of the possibility of resolution by involved parties themselves, or taking further action. If no resolution can be found, the Dean of students should gather all information provided by the involved parties and bring a written report to the Seminary Business Council.

必要時，學生操行委員會得約談當事者以作進一步的調查。隨後該委員參考學務長之書面報告，詳加討論，並決定該生是否確實違反校規。如調查屬實，該委員會當向學院的院務會議提出報告。

When necessary, the Student Character Committee should further investigate and interview with all those involved. The Committee should refer to the written report brought by the Dean of

Students and discuss in detail to verify if the student has violated seminary regulations. If it is found to be true, the Committee must present its findings to the Seminary Business Council.

擔任該委員會主席的學務長當以口頭並書面通知違規的學生，告知院方的決議及任何相關的處分。學生可選擇接受委員會的裁決或向院務會議提出申訴。陳情書必須在收到裁決書後的兩星期內提出。

The Dean of Students, who is the chairperson of the Committee, should notify the student orally and in writing the decision of the seminary and any related disciplinary actions. The student can choose to accept the verdict of the Committee or appeal to the Seminary Business Council. The statement of appeal needs to be submitted within two weeks of the verdict.

院務會議收到陳情書之後將會針對此事件予以討論，學生也有機會作書面的澄清以供執行院務會議斟酌。院務會議最晚在 30 天內當做最後的裁決。全院師生皆須順從院務會議的決議，並尋求全院的和諧。

Upon receipt of the statement of appeal, the Seminary Business Council should further discuss the case. The student also has opportunity to clarify his case in writing for the Business Council to deliberate. The Seminary Business Council should make its final verdict within 30 days. All the faculty and student body should abide by the final decision of the Seminary Business Council and seek unity within the seminary.

學務處對任何學生的處分都要向教授會議提出報告。所有聽證會的記錄、決議及陳情書由學務處存檔保管。

Any disciplinary action executed upon any student by the Office of Student Development must be reported to the Faculty Council. All the hearing/deliberation records, decision, and statement of appeal documents shall be kept on file by the Office of Student Development.

組織 Organization

學生操行委員會

Student Character Committee

主席：學務長

Chairperson: Dean of Students

成員：教務長、教授代表一人

Members: Academic Dean, one professor representative

處分方式 Disciplinary Actions:

1. 警告：初犯者或無意間違反校規者以書面警告。該記錄自生效之日起存檔一年。

   Warning: first time violator or unintentional violator of seminary regulations will be given a written warning. This record will be kept on file for one year from its effective date.

2. 留校察看 I：在行為或態度上違反校規者，得予以留校察看一學期。如該生無明顯改正，得勒令休學或退學。

   Probation I: violators of seminary regulations in action or attitude shall be kept on probation for one semester. If no visible correction is found, the student will be suspended or dismissed.

3. 留校察看 II：在課業上違反校規者，除留校察看一學期外，相關課程的學分不予計算。

   Probation II: violators of academic rules will be kept on probation for one semester and related course credit will be revoked.

4. 休學：學生操行委員會決定學生勒令休學之期限。期滿得申請復學。

   Suspension: the Student Character Committee will decide the period of the student's suspension. Once the suspension is over the student can apply for re-entry.

5. 退學：若學生違反校規之情節重大者，學生操行委員會得給予勒令退學之處分。

   Dismissal: Serious violation of seminary regulations will cause the Student Character Committee to discipline the student with total dismissal.

6. 上述處分由委員會決議是否記錄在成績單上。保留期限委員會得決議之。

   The above disciplinary action(s) will be decided by the Committee whether they appear on the student's grade report. The period of record keeping will be decided by the Committee.

學 生 訴 怨 與 建 議 辦 法
Student Grievance and Method of Suggestion

一般訴怨原則：General Grievance Guidelines

學生若有訴怨，應依照馬太福音 18:15-22 之精神，先個別與當事人(含學生和教職員)懇談，以期在事件發生之初即能私下和解。如學生認為無法自行解決，可依照下列程序處理：

In case of grievance, the student should talk to the other entity (student, faculty, or staff) privately according to the spirit of Matthew 18:15-22 and resolve the issue at the initial onset of the incident. If the student does not think he/she can resolve the issue on his/her own, then they can proceed with the following guidelines:

1. 若學生無法自行協調，得請學務長或輔導小組老師，在嚴格保護隱私的前提下，協助處理，並於雙方達成協議時終止。必要時，雙方得在協議書上簽名，各自保留一份，第三份送交學務處存檔。

   If the student cannot resolve the issue on his/her own, he/she can request the assistance of the Dean of Students or the advising professor, under strict confidentiality, to resolve the issue; and the relationship shall terminate after the issue is resolved. When necessary, the parties involved may sign on the resolution agreement and keep a copy for themselves; the third copy should be sent to the Office of Student Development for record keeping.

2. 如訴怨無法解決，學生可於兩星期內向學務長提出書面報告，詳述事件發生始末及處理過程。學務長先分別約談當事人，小心查證，然後同時會見當事人，期能解決問題。如訴怨情況已解決，學生輔導長將於兩星期內提出書面報告，當事人必須在記錄上簽名。正本交由學務處存檔，當事人各持有副本一份。

   If the grievance cannot be resolved, the student shall submit a written report to the Dean of Students within two weeks, detailing the history of the incident and ways of settling the issue. The Dean of Students shall interview the parties involved and do a thorough investigation, and then meet with all parties involved to seek resolution. If the grievance can be resolved, the Dean of Students shall present a written report within two weeks, and all parties involved shall sign on the report. The original copy shall be kept on file at the Office of Student Development, and each party involved shall have one copy to keep.

3. 如訴怨與違反校規有關，或當事人確實犯過而無悔意，學務長當將此事件轉介由學生操行委員會舉行聽證會。如與教職員有關，則該部門主管和人力資源部主任將應邀列席聽證會。

   If the grievance is with violation of seminary regulations, or the student did make offence and does not show remorse, the Dean of Students shall refer the case to the Student Character Committee for a hearing. If the case has to do with faculty and staff, then related department head(s) and Director of Human Resources shall sit in at the hearing.

4. 若訴怨沒有照上述步驟獲得解決，學生可在兩星期內向院務會議提出陳情。由主席召開聽證會來解決訴怨。委員會可邀請其他成員（如學生正道會會長）列席。委員會當在 30 天內達成決議，並將上有當事人簽名及填寫日期的裁決書遞交給所有當事人。學務處需將裁決書連同聽證會記錄一併存檔。所有的裁決不得更改，並在院務會議或教授會議中提出報告。如委員會的成員涉案，學務長得委任其他教職員代替之。如學務長涉案，則由院長委任他人取代學學長處理。

   If the grievance is not resolved with all the procedures listed above, the student can appeal to the Seminary Business Council within two weeks. The chairperson of said Council shall call a hearing to resolve the grievance. The Council may invite other members (such as the president of the student body) to sit in. The committee shall reach a decision within thirty days, and the verdict, signed and dated by all involving parties, shall be delivered to all parties. The Office of Student Development shall keep the verdict and hearing records on file. The verdict shall not be changed, and shall be presented at the Seminary Business Council or the Faculty Council. If the member of the committee is involved, the Dean of Students shall assign other faculty/staff for replacement. If the Dean of Students is involved, the Seminary President shall assign someone else for replacement and take care of the issue.

性騷擾訴怨原則：Sexual Harassment Grievance Guideline:

本院按加州政府規定，致力提供學生及教職員一個健康的學習和工作環境。任何性騷擾行為，被認為是破壞我們的教育環境，因此本院盡所能預防並消除此類行為之發生。任何人違反此原則，不但必須自負責任，並需接受懲罰。本原則適用於學院中所有學生、教職員，以及一切工作人員。校外人員，如訪客、外聘工作人員，亦受本原則之規範。

The seminary adheres to the California state government’s stipulation to provide a safe learning and working environment for all students, faculty, and staff. Any sexual harassment act is deemed damaging to our educational environment. Our seminary will do all it can to prevent and eliminate the occurrence of such acts. Any violator shall take responsibility for their own behavior and accept punishment. This guideline applies to all students, faculty, and staff. Outside entities, such as visitors and contract workers, shall submit to this guideline as well.

1. **定義：**指直接或間接的性侵犯，包括不受歡迎的性舉止、性要求、言語上或肢體上與性有關的不合宜之言詞或動作。

   Definition: direct of indirect sexual aggravation, which includes uninvited sexual conduct, sexual demand, and inappropriate verbal language or physical act related to sex.

2. **性騷擾申訴單位：**

   Whom to appeal in case of sexual harassment:

   a. 學務長得受理對學生或教職員之性騷擾訴怨。

      The Dean of Students will handle sexual harassment grievance concerning students or faculty/staff.

   b. 院長得受理對各單位主管之性騷擾訴怨。

The Seminary President will handle sexual harassment grievance concerning department heads.

3. **訴怨手續：**

   Grievance Procedure:

   若有受到性騷擾情事或疑問時，得向申訴單位提出訴怨，經過討論後，得採下列方式：

   When sexual harassment is encountered or in question, you may bring your grievance to the person in charge. After discussion, you may proceed with the following:

   a. 非正式訴怨：首先盡量以非正式訴怨方式解決。若不能解決，得正式提出「正式訴怨」請求。與申訴單位負責人之討論，並不構成「正式訴怨」。

      Informal grievance: First, try your best to solve this issue by informal grievance. If a resolution cannot be reached, you may bring "Formal Grievance." Discussion with the person in charge does not constitute a "Formal Grievance."

   b. 正式訴怨：

      Formal Grievance:

      (1) 必須以書面說明訴怨具體內容，經簽名，正式向申訴單位負責人提出。

          You must state your grievance concretely in a written petition; after signing the petition, you may present your grievance to the person in charge.

      (2) 調查期間，必須告知被控者姓名及訴怨內容。處理訴怨單位必須儘速告知被控者，其所受指控之明確項目。調查期間一切均需保密。

          During investigation, you must tell the name of the accused and the content of your complaint. The person in charge must notify the accused immediately and what he/she is being accused of. Everything should be kept in confidentiality during investigation.

      (3) 訴怨調查結果，若需採取懲戒，依本院規定行之。被控者有權要求接受輔導。調查結果證明所控內容屬實，才得列入個人正式檔案。

          After investigation, if punishment is required, the seminary will abide by its own rule. The accused has the right to request counseling. Only after proven guilty will the record be kept in personal file.

4. **報復：**任何人不得對執行本原則之人員採取任何形式之報復，或威脅報復。若有報復或威脅報復之嫌，必須另受懲戒。對報復或威脅報復之懲戒，不因違反本原則之訴怨調查結果如何，而有改變。

   Revenge: No individual shall carry out revenge or threats of revenge in any form to the person(s) executing the seminary's rule. If revenge or threats of revenge is suspected, further punishment will be executed. Punishment for revenge or threats of revenge shall not be changed no matter what the outcome may be from the grievance investigation.

5. **對誣告者之懲戒：**訴怨調查結果，若證實為誣告者，提出訴怨之誣告者，需按本院規定接受懲戒。

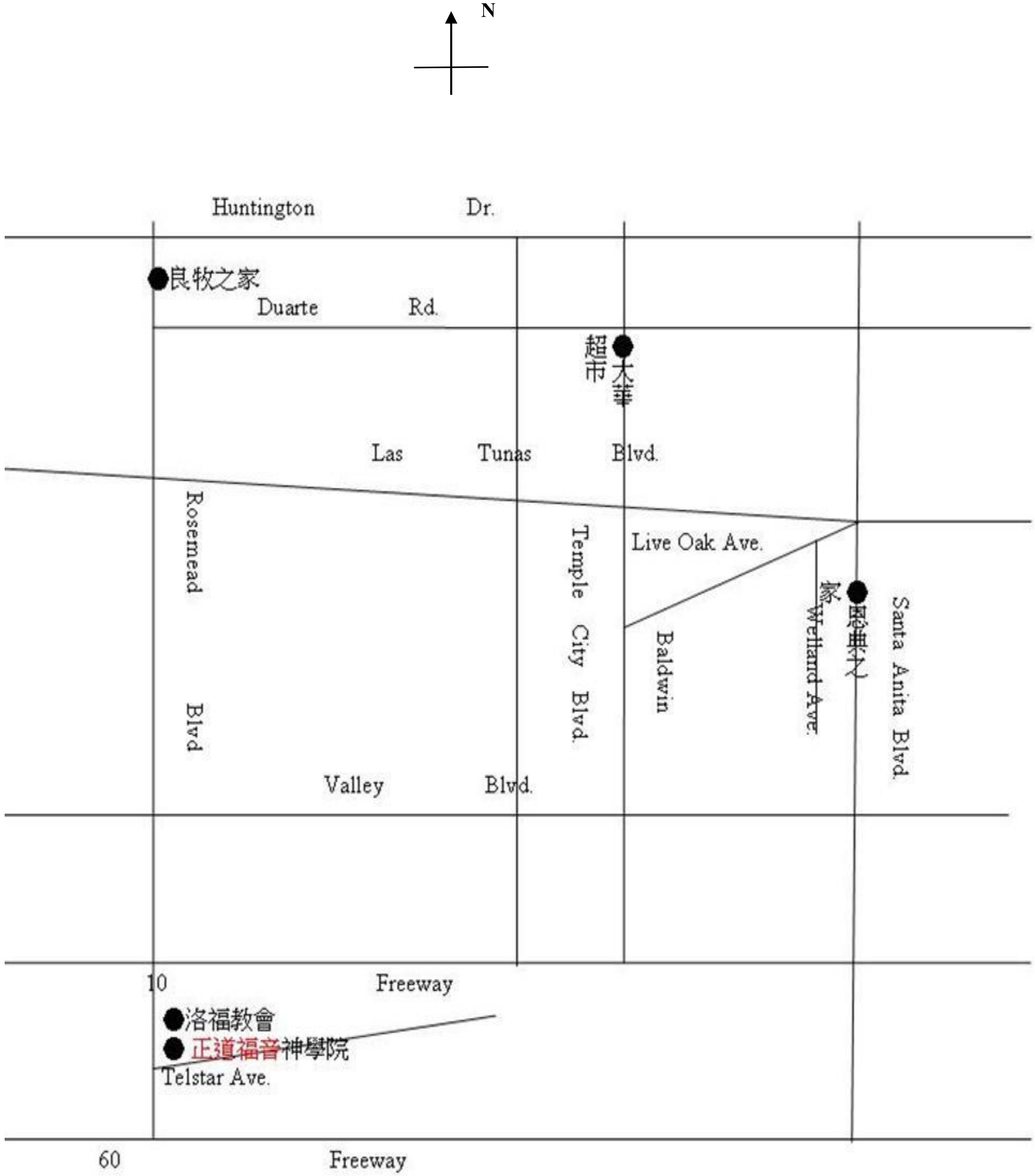
Punishment for False Accusation: If the grievance is proved to be false after investigation, the false accuser shall receive punishment according to the seminary's rule.

除本手冊之外，其他相關資訊可參考「良牧之家」及「恩典之家」【住宿手冊】、【助學金手冊】等等。如想知道更多資訊，請至學務處查詢，也隨時歡迎您提供最新的資料給學務處，以便日後修正。

Besides this handbook, other related information can be found in the Dormitory Handbook of "House of Good Shepherds" and "House of Grace", and Financial Aid Handbook. If interested in more information, please check with the Office of Student Development. Please also provide your most updated information to this office for future correction.

正 道 福 音 神 學 院 鄰 近 圖

Logos Evangelical Seminary Vicinity Map



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