

Please read carefully and thoroughly some of the school rules below 请认真和详细地阅读以下一些在校规：(Details please refer to MTS Students Handbook 更多细节需要参考卫神的《学生手册》)

### **Class Attendance 上课出席率**

Class attendance is compulsory. Students who absence for more than 15% of class attendance in any given course for whatever reasons should drop the course, unless special consent and arrangement such as guided study is granted by the teacher concerned. 出席上课是学生的义务。学生在任何理由之下缺课超过十五巴仙的出席率，将要停修该科目，除非有关老师给予特许并安排自修作业。

### **Assignments 作业**

- i. The due date for each assignment will be notified at the beginning of each semester. 每一项作业的期限将会在每个学期开始时通知学生。
- ii. Ordinary scheduled assignments submitted one week late will be downgraded by 5 marks and there-forth marks will be deducted accordingly. 平常所指定的作业若迟一个星期呈交将会被扣 5 分，过后以此类推。
- iii. Any assignment submitted 14 days after the last day of examination may not be accepted, unless the teacher-in-charge has given prior permission for the delay, a maximum delay up to 14 days. 在最后一天考试过后 14 天才呈交的作业可能不被接受，除非事先得到有关讲师的批准，延长至多 14 天。
- iv. Copying from other students' work is prohibited. The course concerned will be considered failed. 学生严禁抄袭其他同学的作业，否则该科目将作不及格论。
- v. Plagiarism: copying from books without quotations or reference will result in failure of the assignment. 剽窃：从书本直接抄袭，而没有用引文方式处理并注明资料来源的话，该篇作业将作不及格论。

### **Spiritual Enrichment 促进灵性**

- i. All the students are required to join the spiritual enrichment program provided by the school which includes "Fasting and Prayer Day", "Retreat", "Hostel Prayer Meeting", "Pre-class prayer time", "Chapel Devotion" etc. 所有的同学都必须参与院方所提供促进灵性的操练。这将包括“禁食祷告日”，“退修会”，“宿舍祷告会”，“上课前的祷告时光”，“晚祷会”，“早会”等。

### **Spiritual Development 灵性拓展**

- i. To set aside one hour each day for private morning devotion. 每天清晨都须定下一个小时作为个人晨更灵修的时间。
- ii. To set aside a time for monthly Hostel Meeting (Thursday). 参与每月一次的宿舍召集与祷告(周四)。
- iii. To set aside a time for Fasting & Prayer Meeting (every Thursday). 参与每周四的集体晚祷会(禁食祷告会)。
- iv. To attend the compulsory Tuesday, Wednesday and Friday morning chapel. 参与每周二、三和五的早祷会(5:15am - 6:15am)
- v. To attend Thursday morning Family Group meeting. 出席被指定的家会(周四 5:15am-6:15am)

### **Services 参与服事**

- i. To be responsible for the duties assigned. Those who cannot carry out the duties with valid reasons must make immediate arrangement with the person-in-charge. 每一位同学都必须执行被指定的任务。若因为有充分的原因无法执行这些任务，

当事人必须即刻与负责者洽商，另作安排。

- ii. To seize every opportunity to serve. 学习在没有被指定的时候，也抓住机会去服事。
- iii. To labour because of love and to serve willingly & cheerfully. 因为爱而愿意服侍，且甘心乐意去服侍。

### Courtesy 礼貌

- i. To know our limits, observe manners and courtesy in dealing with the seniors or elderly. Be honorable in our youthfulness. 与学兄姐或长辈交往，须知道自己的局限，关注自己的行为 and 仪态。即或自己年纪小，也当得别人的敬重。
- ii. To “honor one another above yourself” (Romans 12:10) even among the peers. “总要恭敬人，且彼此推让”，即是在同侪中亦然。(罗马书 12:10)
- iii. To speak to our guests and to answer phone calls with kind and pleasant countenance. In any conversation, be humble and enthusiastic. 对客人说话或是接听电话总要以温柔和良好的态度。在任何的交谈过程都要学习谦卑和积极。

### Attire 穿著

- i. Be clean, neat and simple. 当有清洁、整齐、和简朴的穿著。
- ii. Students are required to dress modestly and decently. (Refer to Student Handbook for Dress code standard) 所有的同学必须穿得得体合宜。女同学不被鼓励穿过短的裙子、低胸的衣着和高开叉的裙子。
- iii. Worship leader or liturgist must wear appropriately. 领唱或领会者必须穿得得体。
  - a. Male-formal attire: shirt, trousers, shocks & shoes. 男生：衬衫、长裤、袜子和鞋子。
  - b. Female-formal attire: skirt / dress, slack & shoes. 女生：裙子/连衣裙和鞋子。
- iv. During chapel and class 在早会或上课时：
  - a. Male-shirt, trousers, shocks, shoes and/or T-shirt with collar. 男生：衬衫、长裤、袜子、鞋子和/或有领 T-衫。
  - b. Female-skirt / dress, slack, and/or T-shirt with collar & shoes. 女生：裙子/连衣裙、西裤、和/或有领 T-衫，以及鞋子。
- v. Code of attire for library & office: No slippers, no shorts, no T-shirt without collar. 在图书馆和办公室衣著要求：不可穿拖鞋、不可穿短裤、或没有衣领的 T-衫。
- vi. Beware of your posture and manners. 常常警醒关注自己的仪态和礼貌。

### Cleanliness 整洁

- i. Each student is required to observe cleanliness in their attire, desks, bed and utensils. Remind one another to observe cleanliness. 每一个学生必须保持自己的衣着、桌椅、睡床和用具的整洁。彼此常常提醒整洁卫生。
- ii. To arrange duty roster to maintain cleanliness in the hostel. 在宿舍也当有轮值来保持住宿的整洁。
- iii. The Student Body will arrange the duty roster to maintain the cleanliness of the compound. 学生会将负责编排轮值的安排来保持校园的整洁。

### Speech 言语

- i. Quick to listen, slow to speak and slow to anger. 快快的听、慢慢的说、慢慢的动怒。
- ii. Speak with sincerity. 以真诚来说话。
- iii. Speak what is helpful for building others up. 说造就人的好话。

## Cooperation 合作

- i. Look not only to your own interests, but also to the interests of others. 不要单顾自己的事，也要顾及他人的需要。
- ii. Be careful to do what is right in the eyes of everybody. 作众人眼中看为是正确的
- iii. If it is possible, as far as it depends on you, live at peace with one another. 若是能行，总要与众人和好。
- iv. Forgive one another and intercede for one another. 彼此宽恕和代祷
- v. The younger should be submissive to the elder. Be humble and serve one another. 年幼的要顺服年长的。应当谦卑彼此服侍。
- vi. Lights off at 10:30pm (exam week 11:00pm). Light can be on at 5:00am. You may use your personal table lamp. Do not disturb others. 晚间在十时半（考试周则是十一时）熄灯。清晨五时正就可以开灯了。你可以使用自己的桌灯。请不要干扰他人。

## Student' s Conduct 学生品行

Formation of good conduct and character of the students is an essential part of theological education. Students should seriously consider the various aspects of their conduct as listed below. All the teachers will comment on the student' s conduct at the end of each semester according to the following aspects. All results will be confidentially kept (unless requested by the students sponsoring body). Counseling or disciplinary action will be taken for repeated infringement of rule, or a student' s conduct is B or below, or when the faculty deemed necessary with a simple majority vote. 神学教育其中一个必须的条件就是要塑造良好的品行和德性。学生应当严紧看待以下所列出的品格塑造。每位讲师将在每学期结束时按以下所列来评估同学们的品格。所有的成绩将被严密保存。若学生重复犯错、操行分数 B 或以下、或通过院方议决认为有需要，院方将提供辅导或采取有需要的纪律行动。

## Application for Leave or Absence 申请假期或缺课

Students are required to fill in the application forms available at the counter for Sick leave, leave with special reasons, leave with assignments and the need to stay out of campus. Students must get the approval from the Dean of Students and to inform the Warden. For sick leave, see 4.2.10 ii. 那些需要请病假、有特殊情况的请假、特别委派事工假、或是要在校外住宿都必须填写申请表格，同时必须得到学生主任的许可，也需要通知舍监。

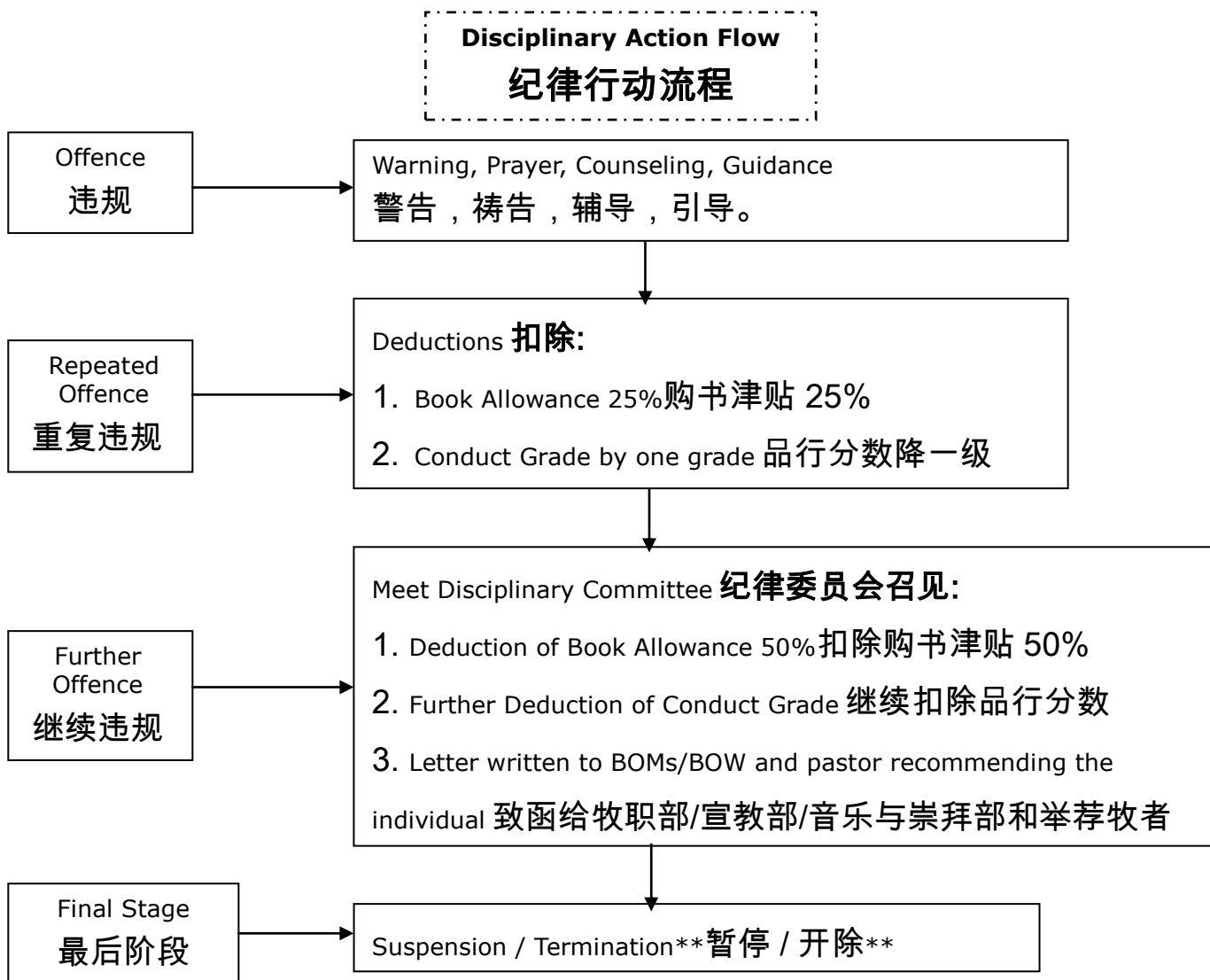
## Hostels 宿舍

1. Students are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable all times. 学生需确保居住环境时常干净、健康和得体。
2. Keep your voice low at all times. Be considerate to your roommate and others. 始终保持低声。请体谅你的室友和其他人。
3. Every student is expected to be in his or her own room by 10:00pm. Switch off the light, including table lamp, at 10:30pm. After switching off the light, no more talking or playing cell phone in the dark. The table lamp can be switched on until 11pm two weeks before exam preparation week and within exam preparation week. 学生须在晚上 10 点之前回到各自的房间。晚上 10 点 30 分熄灯，包括桌灯。熄灯后，不可再交谈或在黑暗中玩手机。在考试周前两周开始及考试周期间，学生可以使用桌灯至晚上 11 点。

## Penalty 惩戒

- i. The student will be subjected to penalty for the infringement of the aforesaid regulations. 举凡违反上述的条规者将受到院方的处罚。

ii. Penalty will be imposed according to the following steps 院方的纪律行动将依循以下的方式进行:



\* SCAC BOM requires MTS to notify them when the school authority serves the first warning letter for students under their sponsorship. 砂拉越华人年议会教职部要求院方, 在发出第一封警告信于该部保送生时, 得同时知会该部。

\*\* The faculty will vote on the student's conduct. If the student cannot get 4/5 of the votes, it implies that he/she is not ready for the ministry yet and will be suspended or eventually expelled. 院方将就学生操行进行投票。若学生无法获得 4/5 的票数, 意即他/她还未准备好牧会, 将会遭停学或最终被开除。

I declare in the Name of Jesus Christ that I have already carefully and thoroughly read the rules mentioned. I agree to observe the rules and other rules set by the school by the power of the Holy Spirit, in order that I may be trained to be more like Jesus Christ for the glory of God 我奉耶稣基督的名宣告我已经认真和详细地阅读以上的规则。我愿意靠着圣灵的大能来遵守这些规则和其他神学院所设立的规则, 以便可以被训练得更像耶稣基督, 荣神益人。

Name 姓名 : \_\_\_\_\_

Signature 签名 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_