



AUTHENTIC
DISCIPLESHIP
TRAINING

Student Guidelines

Requirements to Graduate

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Authentic Discipleship Training celebrates graduation at the end of June. Graduation is not based solely on attaining an academic standard / pass mark – though all written work will be graded to establish that the task has been completed satisfactorily. To be eligible to graduate a student must:

- Adhere to the Student Code of Conduct
- Complete and pass all assignments
- To attend no less than 90% of programmed classes
- Pay all of their tuition fees in full
- To have shown to be an active partner on the ADT course and in the life of The Dream Centre

Attendance

We aim for excellence in all we do and expect this ethic to be reflected in the attendance of all timetabled ADT classes, conferences and Dream Centre activities. Therefore:

- Students must be disciplined in their time keeping, attending all lectures on time and any other appointments with ADT staff. Allowances are made for exceptional circumstances such as sickness or trauma.
- Assignments must be submitted on time.
- An overall attendance of less than 90% will result in students not being graduated. Attendance will be reviewed on a regular basis and if your attendance could drop below 90% during the year this will be flagged individually with you.
- A daily registration is taken and all students must be registered before 9.30am. Classes commence at 9.30am prompt and this includes days on which the students are serving together.



Absence

Please arrange dental, hospital, work or other appointments outside of the scheduled class times. If an absence from class or a given activity becomes essential, it should be agreed with the ADT Staff team in advance by filling out an absence form.

Absences will not be granted for holidays or Christian conference events booked after the commencement of the course that fall during term time. Absence through illness will be logged by the ADT Staff team, apologies for lateness should be voiced to one of the ADT Staff team. Failure to do so will count as an absence, which could ultimately affect your ability to graduate.

Any student who is consistently late, misses classes, and who fails to take the appropriate steps to bring their attendance into line with ADT expectations, will be dealt with in accordance with the ADT Disciplinary Policy. If this behaviour still continues it could lead to dismissal from the course.

Dating

Students are expected to prioritise their studies during their time with us; it is time you have dedicated to God for your personal development. We therefore recommend that you don't pursue a potentially distracting relationship during the course of the ADT year.

To this end, ADT students are not permitted to start dating a fellow student or other individual. If you sense a relationship developing, please talk to us about it so we can be aware and help you keep your focus right. **Secretive behaviour will not be tolerated.**

Non-adherence to these guidelines will be dealt with using the disciplinary policy.



ADT Disciplinary Policy

Students in breach of the Student Code of Conduct or otherwise acting inappropriately will be disciplined according to Matthew 18:15-17 as far as possible. The disciplinary policy is designed to deal with cases where a student consistently fails to abide by the behavioural standards outlined in the Code of Conduct.

The stages of the Disciplinary Policy are as follows:

- STAGE 1:** Verbal warning (issued by a member of the Pastoral or Academy team) – noted on the students record for 30 days.
- STAGE 2:** First Written Warning – added to the students record
- STAGE 3:** Second Written Warning – with time specific deadlines
- STAGE 4:** Dismissal from the course – see dismissal process

Depending on the severity of the situation, the Principal reserves the right to bypass stage 1, 2 and 3 and immediately dismiss any student whose behaviour is deemed by the ADT staff team to have brought the reputation of ADT or the Dream Centre into disrepute.

Dismissal of Students

Termination of the student's course of study will occur, unless otherwise determined by the ADT staff team, in line with the Attendance, Disciplinary and Tuition Fee Policies. Whilst there may be other individual circumstances that arise where the ADT staff team feel a dismissal is an appropriate course of action to take; there are three main circumstances in which a student could be dismissed from the course:

- If the student has an attendance below 90% that does not improve following verbal and written warnings, dismissal from the course will be the next step.
- If the student's behaviour contravenes the code of conduct to such an extent that it reaches stage 4 of the disciplinary procedure they will be dismissed from the course.
- If the student has tuition fee payments in arrears by 3 months (extenuating circumstances will be taken into account) and they are unable or refuse to pay outstanding fees, they will be dismissed from the course and fail to graduate.

All these situations will occur following regular correspondence and discussion between the student and the ADT Staff team. In such cases reasons for the pending dismissal will be outlined clearly alongside actions required to redress the situation.



Classroom Etiquette

The classrooms and student facilities should be kept clean and tidy at all times. This is the joint responsibility of all students.

ADT tutors should be treated with respect. They are investing their time and experience to shape students in the time they have with the class. Students are responsible to ensure that:

- Fresh drinking water is available
- A white board / flip chart is available to them and is clean
- Required AV equipment is ready and working

A particular student may be asked to ensure this happens but it should be regarded as a shared responsibility to serve those who serve you.

Be sensitive to each tutor. Some will need space to prepare for the next session; others will happily chat during each break. Students should ask questions when given an opportunity to do so. Only interrupt lecturers and tutors when they give you permission to do so – most will not mind this.

There will be small breaks between classes. Students are asked not to prolong the break or enter into any activity that may delay recommencement of classes. Students should NOT leave the premises during these breaks. Laptops and tablets are permitted for taking notes on during classes, use of the internet for social networking via a laptop / tablet or phone are not allowed.

Mobile phones should not be used during classroom sessions. No student is permitted to use a Dream Centre phone for personal calls.

ADT Life and Facilities

The facilities at The Dream Centre have been provided to create a comfortable and positive learning environment. In order to maintain high standards students are expected to take responsibility for their surroundings and be actively involved in the upkeep and presentation of the building and learning environment. Students will be required to serve both their peers and the members of The Dream Centre through various servant roles.

Sundays at The Dream Centre

Sundays are treated as an official Authentic Discipleship Training Day and therefore Mondays are given as a rest day. All students must attend The Dream Centre each Sunday and you will be expected to serve on a team (Prayer, Worship, Standard bearing, Coffee Shop, Stewards every Sunday).

