

British Bible School



Distance Learning Programme
Student Handbook

Welcome

We are delighted that you have enrolled in our Distance Learning Programme and trust that our journey together will be both pleasant and productive.

We have put together a few notes in this handbook to help you along the way. We have tried to cover as many areas as we could think of that might be useful, but if you have any questions that are not answered in these pages, please do not hesitate to get in touch.

Personal and module tutors

Upon acceptance as a student you will be assigned a **Personal Tutor** who will:

- be your main point of contact in matters relating to your studies
- work with you to determine provisional deadlines according to your anticipated work commitment
- be there to answer questions as they arise and to provide encouragement as you progress with your studies
- arrange with you the frequency and best means of conducting tutorial sessions - these might be by telephone, online or face to face if feasible.

Each module has its own **Module Tutor**. This will often be the one who wrote all or most of the Module and will be available to assist with more specific matters relating to the module you are studying if necessary.

Modules and units

The curriculum of the British Bible School is divided into **Modules** which fall under five main sections:

- Introductory
- General & Theological
- Practical Service
- Old Testament
- New Testament

Modules are assigned a point value according to the minimum number of hours of study required to complete them successfully. The majority of modules are worth 5 module-points which require at least 50 hours of study; and there are 10-point modules which will take you at least 100 hours. The modular system not only ensures consistency within the curriculum but it also offers considerable flexibility in our provision of study options. If you decide to also undertake modules via our Extension or Residential Programmes, you will find the same modular system in place.

There are three introductory modules that are essential to progression and some core modules required for certain exit awards. Students should be aware that modules will only be offered on a Distance Learning basis as they become available.

Modules are themselves divided into **Units**, usually equating to one unit per module-point. It should be understood that though this might be taken as a rough guide to the amount of time that ought to be allocated to each unit, some units will take longer than others to complete.

There are two main types of student assignments: **Module Assignments** and **Unit Assignments**. Unless you are specifically instructed otherwise, Unit Assignments are to be submitted as you complete each unit, and Module Assignments are to be submitted upon completion of the module (generally along with any Unit Assignments for the final unit of the module).

In addition to these assignments there is one whole **Course Assignment** which all students are to undertake alongside their modular studies. This assignment is simply to read the entire text of the Bible during your time as a student enrolled with the school. Students will need to have completed this before being awarded the final course diploma. You will find reference to some useful reading plans in Unit One of Module INT01, *Introduction to Bible Study*.

Deadlines and time limits

We have designed the Distance Learning Programme to be as flexible as possible. We want as many as are able to take advantage of this course of study and we do not want unattainable deadlines or unworkable schedules to get in the way. For this reason we have adopted a policy whereby time allocations for assignments are arranged by mutual consent.

When you completed your Application Form, you indicated how many hours you thought you would be able to devote to your studies on a weekly or monthly basis. From this figure you will be assigned a **Personal Agreed Study Time Allocation** (PASTA) and based upon this figure, your Personal Tutor will set deadlines by which your Module and Unit Assignments ought to be completed. It should be clearly understood that deadlines are primarily for your benefit and that as a part-time student you will not be penalised for late submission.

However, if the deadlines set are proving to be unrealistic, your Personal Tutor will discuss with you the possibility of revising your PASTA to reflect a more realistic personal commitment. There is no limit to the number of times you may revise your time allocation, though for the arrangement to work effectively it makes sense to maintain as regular a commitment as you are able.

Getting started

Once you have read through these few pages you will want to get started with your studies. When your Module material arrives, take a few moments to glance through the *Table of Contents* and read the *Introduction to Module*. Each Unit should have its own instructions to clearly guide you along your way. If at any time you have any questions, please do not hesitate to contact your Personal Tutor.

Submission of work

Students should ensure that all work submitted is presentable and legible. We know that you will have put considerable effort into your work and we would expect that to be reflected in its general appearance. Unfortunately it is simply just not possible for tutors to read work that is illegible.

Submitted text should be typed and not hand-written. The only exception to this is where Answer Sheets have been supplied as part of the Module material, in which case you may write clearly in the spaces provided (though you may, of course, type the questions and your answers separately).

Try to use a clear font at 12-point, line spacing at 1.5, left-hand justified with reasonable margins. Paragraphs should be clearly separated and sub-titles, where needed, in bold. The main titles may be in a larger font. Footnotes should be provided where appropriate according to the guides provided.

It is the responsibility of the student to ensure that work is handed in as agreed. Work may be submitted by post or electronically via e-mail. If submitting via e-mail, the following file formats are acceptable:

- .pdf - Portable Document Format (Adobe Acrobat)
- .rtf - Rich Text Format
- .pages - Apple Pages
- .doc - MSWord

If font type and/or formatting is particularly important, you might be better to use .pdf which encapsulates this information within the document.

Work other than text (such as a timeline or map) may be submitted also by post or electronically via e-mail. If submitting via e-mail, the following file formats are acceptable:

- .pdf - Portable Document Format (Adobe Acrobat)
- .jpg - JPEG

If sending work by post you should first ensure that you have a copy for your own records. Tutors will submit their assessments to you via e-mail and will generally only return original documents if specific arrangements have been made or a stamped-addressed envelope enclosed.

All work should be clearly marked with your Student Reference Number (SRN) which you will have been given upon your enrolment. It should be submitted to:

By e-mail: dlp@britishbibleschool.com

By post:

British Bible School (DLP)
% 36 Tintern Rise
Eye, Peterborough
Cambridgeshire
PE6 7YL

Student community

We recognise the benefits for students of being a part of a learning community. We also recognise the challenges faced in developing a student community within a distance learning programme. We are working on ways in which we might bring students together, both in person and online, and will keep you up to date with developments.

Abbreviations

In your reading you will certainly encounter a number of common abbreviations. Some of these will be explained in your Unit Notes. It is generally quite acceptable to use common abbreviations when writing essays, though discretion should be used as to where these ought to be explained. When writing your own notes you will likely make use of your own abbreviations, some of which may be inappropriate to use within writing to be read by

others. This is quite acceptable, though you should ensure that your use is both consistent and memorable.

A number of common abbreviations can be found in both regular dictionaries and Bible dictionaries and encyclopaedias.

Footnotes and bibliographies

It is very important that credit is given where credit is due. When writing essays or submitting other written work, each quote or reference should be credited within a footnote. Footnotes should be included at the bottom of each page where relevant and **all** works cited included within a bibliography at the end of the paper.

Where a work is cited for a second or subsequent time within the same paper, the footnote should be shortened as shown below. If the same work is cited on two or more consecutive occasions, the second and subsequent references should use *ibid.* followed by a comma and the page number(s) if different.

Please note the following examples:

Bibliography

Northouse, Peter G., *Leadership: Theory and Practice* (Thousand Oaks, California: Sage Publications, 2007)

Footnote

Northouse, *Leadership*, 2007: 188

Short footnote

Northouse, 2007: 346

A more detailed Citation Guide is being prepared and will be available shortly. If you are unsure as to how to provide a reference, please ask us. The most important thing is that you are both clear and consistent.

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