

REGULATIONS GOVERNING ACCREDITED STUDIES AT ACI

SECTION A: BACKGROUND INFORMATION AND GENERAL REGULATIONS

1. BACKGROUND INFORMATION

1.1 The Akrofi-Christaller Institute of Theology, Mission and Culture (ACI) is a postgraduate research and training Institute, fully accredited by the National Accreditation Board, Ministry of Education, Ghana and has for seven years collaborated with the School of Religion and Theology, University of Kwazulu-Natal, Pietermaritzburg, South Africa.

1.2 The Institute's Vision is to be a pace-setting academic and pastoral institution, training Christian workers and leaders for effective mission in the African context.

1.3 The mission of ACI is to:

1.3.1 develop academic programmes that provide adequate tools for serious and creative research into African Christianity, and the African contribution to world Christianity, as well as to offer new opportunities for meaningful and relevant theological research and publication.

1.3.2 serve the wider Christian community, in Ghana, Africa and world-wide, by focusing its research and training on issues of Christian mission in the African context, in order to help the Christian community in Africa to better understand its task and to witness more effectively to the Kingdom of God in Africa and in the wider world.

1.4 In achieving its mission, the Institute will be committed to the following values:

1.4.1 pursuing excellence in both its academic and pastoral activities, as they relate to the twin *foci* of research on and publication of the life and witness of the churches in Ghana and Africa as a whole, as well as mission training and renewal programmes for church workers and Christian professionals.

1.4.2 remaining faithful to, and expounding within the Church, the Reformation and evangelical roots of the Presbyterian Church of Ghana (PCG) (its founding faith community) as well as the earliest traditions of historic christianity. It affirms the Trinity, the Scriptures as the Word of God, the uniqueness of Jesus Christ as the sole Redeemer and Lord, the regenerating and sanctifying role of the Holy Spirit in the individual and the Church, and His enabling in the Christian witness to society and the world. The Institute is committed to a spiritual view of life, to the spiritual renewal of the churches, and to socio-political and cultural transformation through the Gospel.

1.4.3 exhibiting in its internal relationships, mutual caring and concern, appreciation of each other's varied gifts, and openness to learn from one another in the service of Jesus Christ the Lord.

1.4.4 understanding and communicating the growing significance of African Christianity both in its actual and potential impact in socio political and

cultural development within the continent and in African diaspora settings, and so its unique contribution to world Christianity.

2. APPLICATION PROCEDURES

2.1 Enquiries concerning admissions are accepted and answered throughout the year. However, applications for admission to a particular year should be lodged with the Registrar's office by the closing date to be announced from time to time.

2.2 Application forms may be downloaded from the Institute's website (www.acmcghana.org) or obtained through the post from the Registrar's office, P.O. Box 76, Akropong-Akuapem, Ghana. Correspondence by e-mail may be sent to: registry@acmcghana.org.

2.3 Successful candidates would normally be notified at least six months before the start of the programme. In addition to meeting the criteria for admission, successful candidates are also expected to show evidence of availability of adequate funds to undertake the programme.

3 REGISTRATION

3.1 A student must register in the courses prescribed every semester or Block. A student who fails to register at the time designated for registration by the Institute shall forfeit his/her right to register for the semester/block.

4 DURATION OF STUDY PROGRAMMES

4.1 Programme	Duration	Max. period permitted
MA (Theology and Mission)	4 Blocks (1 year)	8 Blocks (2 years)
MA (Cross-Cultural Ministry)	2 Semesters (1 year)	4 Semesters (2 years)
MTh (African Christianity)	4 Semesters (2 years)	8 Semesters (4 years)
PhD (Theology)	6 Semesters (3 years)	10 Semesters (5 years)

4.2 On the recommendation of the Dean of Accredited Studies, the Academic Board may approve a shorter duration for undertaking a programme for a candidate whose background warrants such approval.

5 INTERRUPTION OF STUDY PROGRAMME

5.1 Students registered for an accredited programme may not break their programme of study for more than two continuous semesters/blocks except with express written permission from the Academic Board. Such students shall apply in advance to the Academic Board through the Registrar, stating the reasons why they want to interrupt their study programme. Permission must be duly granted by the Academic Board and communicated to the applicant.

5.2 Any student who breaks their studies for more than 2 continuous semesters/blocks shall normally be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission to the Institute.

5.3 Deferment of course is permissible on health grounds if it is supported by a medical report.

6 TRANSFER OF CREDITS

6.1 Candidates approved for MTh degrees may, on the basis of official transcripts, be allowed to transfer credits earned from a taught MA degree course. A student may get a waiver for the MTh course work if the content of the MA/MPhil are the same.

6.2 A candidate who completes part of the course work in another University may be offered admission on the basis of credits transferred to this Institute, provided:

6.2.1 The contents of such courses are deemed comparable and satisfy the course requirements of the programme.

6.2.2 The candidate shall take any additional courses as may be required by the Institute.

7 CODING AND NUMBERING OF COURSES

7.1 All accredited courses shall have letter and number codes beginning with a four-letter code signifying the programme, followed by a two-digit number, indicating the serial number for the course in question. For example the nine taught courses in the MA (Theology and Mission) programme would be coded MATM01, MATM02, etc.

8 WORK LOAD PER SEMESTER FOR FULL-TIME STUDY.

8.1 A full-time student shall be required to carry a minimum workload of 90 contact hours per semester/block and a maximum of 120 contact hours per semester/block. No candidate shall be allowed to exceed the maximum credits except where express permission has been granted by the Academic Board.

9 WORK LOAD PER SEMESTER FOR PART-TIME STUDY

9.1 A student may on application be admitted to pursue a programme on part-time basis. Such a student shall be required to carry a minimum workload of 30 contact hours per semester.

10 DOCTORAL DEGREES

10.1 Candidates may be required to take relevant courses. In addition they must attend and present seminars as required.

10.2 PhD applicants who did not do course work, or thesis as part of their Masters, or whose Masters degrees were in a different subject area from the proposed PhD would be required to register first in the MTh programme during the first year to remedy their deficiencies before progressing to the PhD programme. Such conversion shall be based on recommendation from the head of department.

11 THESIS/DISSERTATION TOPICS

11.1 For an MA or its equivalent, dissertation topics and names of supervisors shall be approved by the Academic Board at the beginning of the second semester/third block.

11.2 For an MTh degree, the thesis area/topic and the name(s) of the Supervisor(s) shall approved by the Academic Board at the beginning of the first semester of the second year.

11.3 For a Doctoral programme, the thesis area/topic and the name(s) of the supervisor(s) shall be submitted not later than the beginning of the first semester of the second year to the Academic Board.

12 GRADING SYSTEM

12.1 Student's performance in a course shall be graded as follows:

Grade	Range of marks (%)	Interpretation
A	70-100	Excellent
A ⁻	65 – 69	Very Good
B ⁺	60 - 64	Good
B	55 - 59	Average
B ⁻	50 – 54	Pass
F	0-49	Fail

13 ELIGIBILITY FOR EXAMINATIONS

13.1 A student shall attend all such lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the Academic Board of the Institute.

13.2 The Academic Board shall determine the requirements for the courses offered by the Institute. A student who does not fulfil the requirements for any course shall not be allowed to take the examination for that course.

13.3 In any case, a student who absents himself from lectures/tutorials for more than 10 hours cumulatively in the case of part-time study and for more than 20 hours in the case of full-time study in any semester (or block) shall be deemed to have withdrawn from the programme. In any case, for a particular course, a student who misses 6 hours or more of lectures/tutorials shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the semester (or block) or course examination as the case may be.

13.4 In order to progress to the next stage or to graduate, students will be required to pass all courses.

13.5 A candidate may be permitted to re-take failed courses only at the next regular opportunity.

14 DEFERMENT OF EXAMINATIONS

14.1 On grounds of ill-health. A student, who has satisfied all the requirements as specified in these regulations but is unable to take the end of semester (or block) examinations on grounds of ill health, shall, on application to the Registrar, and on provision of a Medical Certificate be permitted to defer the examinations, and be allowed to take them at the next offering.

14.2 On grounds other than ill-health. In cases of deferment on grounds other than ill-health, the appropriate Head of Department shall invite the applicant for an interview and advise the Institute as appropriate. It shall be the student's responsibility to satisfy the Academic Board beyond reasonable doubt that the reason for deferment is legitimate.

14.3 In all cases of deferment of examinations, the applicant shall obtain written confirmation from the Registrar.

15 SCHEME OF EXAMINATION/ASSESSMENT

15.1 **MA:** The examination shall consist of written papers and such practical/project work/dissertation/long essay as may be prescribed.

15.2 A candidate may also be examined orally on the substance of his/her dissertation/essay.

15.3 MTh: In the first year, students will be expected to take at least six courses and be assessed in these at the end of the studies.

15.4 In the second year, students write a dissertation of about 30,000 words. A special requirement is that, apart from the regular abstract in English, students should submit also a one-page abstract of their dissertation in their mother tongue.

15.5 PhD: A thesis shall be submitted not earlier than 27 months and not later than 60 months from the date of registration. Students are required to submit a thesis of around 100,000 words on an agreed topic at the end of the third year of the programme. A special requirement is that, apart from the regular abstract in English, students should submit also a one-page abstract of their dissertation in their mother tongue.

15.6 All PhD candidates will be encouraged to produce some articles in refereed journals out of the thesis work by the time they present the thesis for examination.

15.7 In addition, candidates shall be examined orally on the substance of their thesis.

16 FEES

16.1 Fees for tuition and for other designated purposes shall be paid at rates as prescribed from time to time.

16.2 Candidates shall be admitted to an examination or be permitted to graduate only when they have discharged all obligations owed to the Institute, including payment of the appropriate fees.

17 SUPERVISION OF STUDIES

17.1 A supervisor shall be required for every student who is registered for accredited studies. Where necessary, a co-supervisor may be appointed to assist the supervisor. It shall be the duty of the Supervisor to meet the student at regular intervals and to submit semester reports to the Academic Board.

18 DETERMINATION OF RESULTS

18.1 **Written papers:** A panel comprising not less than two Examiners of whom at least one shall be an External examiner shall be appointed by the Academic Board for all the written papers in respect of Masters degree programmes.

18.2 Dissertation /Thesis

18.2.1 Masters degree: A panel comprising not less than three Examiners shall be appointed by the Academic Board to examine a dissertation or thesis submitted for an MA/MTh degree. The panel shall include one external examiner.

18.2.2 Doctoral Degrees: A panel comprising not less than four examiners shall be appointed by the Academic Board to examine a thesis submitted for a doctoral degree. The panel shall consist of at least two external examiners and two internal examiners.

18.3 Faculty members pursuing graduate degrees cannot examine or supervise other graduate students.

18.4 Where examiners are appointed from affiliate institutions, their status shall be deemed as internal examiners

18.5 A separate report, duly signed, shall be submitted by each Examiner to the Academic Board in respect of a dissertation or thesis submitted for either a Masters or a Doctoral programme.

18.6 The Examiners' reports on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject of his/her dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation meets the requirements of the degree for which it is submitted.

18.7 If a dissertation or thesis submitted for a Masters or Doctoral degree, though inadequate, should seem of a sufficient merit, the Examiners may recommend to the Academic Board that the dissertation or thesis be referred and the candidate be permitted to re-submit it in a revised form within three months in the case of an MA, nine months in the case of MTh or twelve months in the case of a PhD.

18.8 Pass and Referral

18.8.1 The Academic Board shall review the recommendations of the examiners

18.8.1.1 Where all three examiners pass the thesis, the Board shall normally decide to pass it

18.8.1.2 Where one examiner fails a thesis, the Board shall review the nature of the failing grade and decide whether to pass, refer, or fail it.

18.8.1.3 A Masters' thesis failed by more than one examiner shall fail.

18.8.1.4 Similarly, a doctoral thesis failed by more than two examiners shall fail.

18.8.2 If a dissertation or thesis submitted for a Masters or PhD degree is passed subject to correction, the condition is to resubmit the corrected dissertation or thesis within three months in case of a Masters or six months in case of PhD

18.8.3 Where a dissertation/thesis submitted for a Masters/PhD degree is referred and is being resubmitted, the candidate shall be required to re-register and pay the appropriate fees.

18.9 Oral

18.9.1 A candidate who submits a thesis for a PhD degree shall be examined orally. For this examination, a panel comprising not less than three including normally one Internal Examiner of the thesis and at least one External examiner of the thesis shall be appointed by the Academic Board on the recommendation of the Academic Board. The Chairman of this panel must be a person other than the candidate's Supervisor.

18.9.2 A candidate who submits a dissertation or thesis for a Masters degree may be examined orally if, in the opinion of the Examiners, such an examination is necessary for the confirmation of their assessment of the thesis. For this examination, a panel comprising not less than three of whom, normally, not less than two shall be Examiners of the thesis, shall be appointed by the Academic Board. The Chairman of this panel must be a person other than the candidate's Supervisor.

18.9.3 If a candidate for the MTh/PhD degree fails to satisfy the Examiners at the oral examination, the panel may recommend to the Academic Board that the candidate be permitted to represent the dissertation or thesis and submit to a further oral examination within a period not exceeding six months specified by the panel.

18.10 Declaration of Results

18.10.1 The results of the written papers of the MA examinations shall not be declared until candidates have submitted their project essay. The results of the course work of the MTh examinations however, may be declared before the submission of the thesis.

18.10.2 Review of written examinations.

18.10.2.1 Candidates who are not satisfied with the results of a Centre Examination affecting them may request a review by submission of an application to the Registrar and payment of a review fee, which shall be determined at not less than three times the normal examination fee.

18.10.2.2 An application for a review shall be submitted to the Registrar not later than 21 working days after the release of the said results and shall state the grounds for review.

18.10.2.3 No action shall be taken on an application, which is submitted outside the time stipulated above. Review shall not proceed unless the review fee is fully paid.

18.10.2.4 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.

18.10.2.5 The Academic Board may authorise the Registrar to amend the results as released in the light of the review.

18.10.2.6 If it emerges that a complaint for review is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from Institute examination for a stated period or an indefinite period.

19 CHANGE OF REGISTRATION

19.1 On the basis of a Masters candidate's performance in either course-work or the written examination, the Academic Board may decide that an MA candidate should proceed to registration for an MTh degree.

19.2 Such a recommendation may be made in the course of the second semester of the degree for which the candidate was initially registered. The period spent on the initial registration shall be counted towards the period permitted for the new registration.

19.3 On the basis of work done in the second year of an MTh course, the head of department may recommend that a candidate proceed to registration for a PhD degree.

19.4 An upgraded candidate shall be required to procure and complete the necessary application form. The period spent on the previous registration shall be counted toward the period permitted for the new registration.

19.5 In submitting a recommendation that a candidate change his registration, the topic of the candidate's thesis and the name of the new supervisor, where applicable, shall be communicated to the Academic Board.

19.6 Not later than three months before the date of submission of the thesis, the supervisor may recommend to the Academic Board that on grounds of:

19.6.1 Inadequate progress with research, or

19.6.2 Failure to fulfil departmental requirements pertaining to the doctoral degree or a two-year Masters degree, a candidate who is registered for the PhD should be permitted to supplicate for the MTh and a candidate who is registered for the MTh degree should be permitted to supplicate for the MA degree.

20 SUBMISSION OF DISSERTATION OR THESIS

20.1 A candidate shall submit the title of his/her dissertation or thesis for approval to the Academic Board, not less than three months before the completion of the thesis/dissertation. After the title of the dissertation or thesis has been approved, it may not be changed except with the permission of the Academic Board on the recommendation of the supervisor.

20.2 After completing his/her course of study, the candidate shall submit to the Academic Board through the Supervisor a dissertation or thesis which shall comply with the following conditions:

20.2.1 Each copy of the thesis/dissertation/project work shall be signed by the candidate and the supervisor(s)

20.2.2 The greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for a Masters or a doctoral degree.

20.2.3 The dissertation or thesis shall normally be written in English and the presentation must be satisfactory.

20.2.4 A thesis submitted for an MTh or doctoral degree shall consist of the candidate's own account of his/her research. There shall be a declaration to the effect that the thesis/dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's supervisor(s) provided that the candidate states clearly his/her share in the investigation and that the supervisor certifies his/her statement. A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis. Work done conjointly with persons other than the candidate's supervisor shall be accepted as a thesis in special cases only; in such cases, the approval of the Academic Board shall be required.

20.2.5 A thesis for the doctoral degree must make a significant and substantial contribution to knowledge.

20.2.6 Every candidate shall present a short abstract of his/her dissertation or thesis comprising not more than 300 words, which shall be attached to each copy of the dissertation or thesis submitted to the Institute. Such abstracts shall, in every case, be written in English. In addition, candidates must prepare a one-page abstract in their own mother tongue.

20.2.7 A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university, but a candidate shall not be precluded from incorporating work that he/she has already submitted for a degree in this or another institution, provided that he/she shall indicate on his/her form of entry and also in his/her dissertation or thesis any work which has been so incorporated.

21 PRESENTATION OF DISSERTATION OR THESIS

21.1 Subject to the provisions above, a candidate who is presenting a thesis shall, on an appropriate form to be obtained from the Registrar's Office, give notice of presenting the thesis at least 30 days before the thesis is presented.

21.2 Three typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the Institute through the head of department. Only one side of the paper shall be used, with a margin of 5cm on the left hand side of the paper, with New Times Roman size 12 point font size type. After the dissertation has been approved it must be bound in standard form Art vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (0.5 to 1.25 cm) degree, date, name, before the award of the degree is published by the Registrar.

21.3 In binding the dissertations/theses, the following colour schemes will be used as back covers:

21.3.1 PhD	Blue-Black
21.3.2 MTh	Red Wine
21.3.3 MA	Green

21.4 The three copies of a dissertation or thesis that has been accepted for the award of a Master or a doctoral degree shall be distributed as follows:

21.4.1 The two copies shall be deposited in the Institute's Library

21.4.2 The third copy shall be returned to the candidate

22 PUBLICATION OF RESULTS

22.1 Results of examinations taken at the end of each semester shall normally be published by the Registrar before the commencement of the next semester. Different arrangements shall hold for modular programmes where examinations for a particular block are held at the beginning of the succeeding block.

22.2 A results slip indicating the student's performance in the examination shall be made available to the student.

23 ELIGIBILITY FOR THE GRADUATE DEGREE

23.1 A higher degree appropriately designated, shall be awarded to a candidate who has been properly admitted to the Institute, has followed the approved course of study over the period, and has fulfilled all Institute requirements.

24 AWARD OF DEGREE

24.1 A Masters or Doctoral degree shall not be conferred on a candidate unless the Examiners are satisfied that the dissertation or thesis is worthy of endorsement as a Dissertation or Thesis approved for the appropriate higher degree. The result of examinations held in connection with the award of an MTh/PhD shall be laid before the Academic Board for approval. Thereafter, the degree shall be conferred under the seal of the Institute upon each successful candidate at a Congregation of the Institute assembled for the purpose.

24.2 Candidates shall qualify for graduation at the next congregation if they had satisfied all the requirements for graduation by the end of the previous academic year.

25 CANCELLATION OF AWARD.

25.1 Notwithstanding previous confirmation of an award of a degree as indicated above, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

25.1.1 A candidate has entered the Institute with false qualifications, or

25.1.2 A candidate had impersonated someone else, or

25.1.3 A candidate had been guilty of an examination malpractice, or

25.1.4 That there are other reasons that would have led to the withholding of confirmation of the award in the first place.

25.2 In any such event, the decision of the Academic Board shall be published on the Institute notice board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

26 TRANSCRIPT OF ACADEMIC RECORD

26.1 At the end of a student's programme, the Institute shall, on payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked Student Copy and shall record all courses attempted and all results obtained.

27 REGULATIONS GOVERNING INSTITUTE EXAMINATIONS

27.1 A candidate for an Institute Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.

27.2 A candidate shall not be admitted to an Institute Examination if:

- 27.2.1 He has not been entered for it
- 27.2.2 He owes fees to the Institute
- 27.2.3 Is under suspension or has been dismissed from the Institute

27.3 It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself available at the appointed place at least one-half hour before the examination.

27.4 A candidate may be refused admission to an Institute examination if he reports to the examination more than half an hour after its commencement.

27.5 It shall be the responsibility of the candidate to provide for himself a pen, pencil and an eraser as needed. It is also his/her responsibility to ensure that he/she is given the right question paper and other material needed for the examination.

27.6 An examination candidate shall not bring to the examination Centre or to the washroom of the examination centre or in the immediate vicinity of the Examination centre any book, paper or written information or cellular/mobile phones or any other unauthorised material. Any such material shall not be deposited at the entrance to the examination room or the washroom or in the immediate vicinity of the examination centre. No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room.

27.7 Any candidate who is seen with lecture notes or book or cellular/mobile phones or any unauthorised material in the examination centre or in the immediate vicinity of the examination centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination.

27.8 A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself in any manner to an examination official at an examination centre commits an offence. Such a candidate shall be banned from the examination.

27.9 A candidate who is suspected of hiding unauthorised material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.

27.10 No communication between candidates is permitted in the examination hall.

27.11 A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination.

27.12 A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.

27.13 A candidate shall not disturb or distract any other candidate during an examination.

27.14 Candidates may attract the attention of the Invigilator by raising their hands.

27.15 Smoking or drinking of alcoholic beverages is not allowed in the examination room.

27.16 Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases the invigilator will be required to satisfy himself that a candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the Invigilator.

27.17 A candidate who finishes an examination ahead of time may leave the examination room after surrendering his/her answer books. The candidate shall not be allowed to return to the examination room.

27.18 At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Hall.

27.19 Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

27.20 A candidate who fails to present himself at an examination without satisfactory reason shall be assumed to have failed the paper in question. The following shall not normally be accepted as reasons for being absent from any paper at a Institute examination:

- 27.20.1 Misreading the time-table
- 27.20.2 Forgetting the date or time of examination
- 27.20.3 Inability to locate the examination hall
- 27.20.4 Inability to rouse oneself from sleep in time for the examination
- 27.20.5 Transportation difficulties
- 27.20.6 Bereavement

27.21 A breach of any of the foregoing regulations made for the conduct of Centre examinations may attract one or more of the following sanctions:

- i. A reprimand
- ii. Loss of marks
- iii. Cancellation of a paper
- iv. Withholding of results for a period

27.23 In each case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.

SECTION B: ACCREDITED PROGRAMMES AND THEIR REQUIREMENTS

28 M.A. (Theology and Mission)

28.1 Rationale of the Programme

28.1.1 The focus of the curriculum of postgraduate studies at the Akrofi-Chistaller Institute, is the study of the forms and traditions of African Christian life and thought emerging as a distinctive strand of Non-Western Christianity with the potential of contributing to World Christianity.

28.1.2 The importance of Christianity in Africa as a “massive unignorable fact and factor” (Baeta) at the close of the twentieth century cannot be doubted. What is needed is for scholarly reflection and interpretative depth to inform and strengthen the African Church in its task of Christian witness, spiritual nurture, intellectual renewal and socio-cultural and political transformation in the twenty-first century.

28.1.3 The M.A. in Theology and Mission seeks to give expression to this sense of “kairos” in African Christianity.

28.2 Objectives

28.2.1 to provide a basic introduction to the range of theological disciplines for graduates from other fields of study who desire theological training to equip them for lay Christian ministry

28.2.2 to provide a recognised bridging programme into the MTh in African Christianity

28.2.3 to give an exposure to the intellectual rigour required for the study of theology as an academic discipline

28.2.4 to convey the importance of spiritual commitment for theological understanding and formation.

28.3 Admission is open to all who desire to undertake such programmes. A good Honours degree from a recognised University is required for admission.

28.4 Courses taught

28.4.1 The taught courses are organised in three blocks of three weeks' duration each. Each course comprises 30 hours made up of lectures and tutorials. There is a fourth block for a Project Essay on an agreed topic. For the time being, the following are the courses available.

- a. Introduction to Theology
- b. Old Testament Survey
- c. New Testament Survey –early Christian history & ideas and literature
- d. Christian history as mission history
- e. Studies in Christian Doctrine and Ethics
- f. Biblical Texts – Old Testament and New Testament
- g. Studies in Gospel and Culture
- h. Studies in Spirituality – Primal and Christian
- i. Christ and other Faiths in the African Context
- j. Write-up of Project Essay on an agreed topic (10,000 words)

28.4.2 Each course will cover four (4) hours of lectures and two (2) hours of tutorials daily, giving a total of 20 hours of lectures and 10 hours of tutorials.

28.5 Assessment

28.5.1 Students are required to take a total of nine (9) taught courses and write a project essay on an agreed topic of not less than 10,000 words.

28.5.2 Assessment for each course will be in two (2) parts:

28.5.2.1 an assignment of up to 1,500 words to be submitted on a date to be specified, to constitute 30% of overall assessment for the course.

28.5.2.2 an end of course examination to take place on dates to be specified, before the start of the next block. This will constitute 70% of the overall assessment for the course, and will be of 3 hours duration.

28.6 Graduation: The M.A. in Theology and Mission will be awarded upon satisfactory completion of all the components of the programme.

28.7 Tuition Fees: The tuition fee for the programme will be determined from time to time by the Academic Board.

29 MA (Cross-Cultural Ministry)

29.1 Rationale

29.1.1 The focus of postgraduate studies at Tamale Institute of Cross-Cultural Studies is on the science and the art of crossing over into other cultures, as a theological and ministerial undertaking, in order to explore the possibilities for and foster the emergence of culture-specific ministries in local African churches. By the practical exercise of learning local languages and cultures in context, participants are assisted in achieving an “insider’s perspective”. Then by means of scholarly reflection, interpretation and analysis, they are helped to explore the local cultural pathways and interpret the cultural themes. Finally, through intensive cross-cultural, pastoral supervision, they are helped to discover and initiate specialised, culture-specific, problem-solving ministries for their local contexts in Africa and for a new World Church. Although immediate cultural context for the training is Ghana, the lessons are applicable wherever faith encounters culture.

29.1.2 Akrofi-Chistaller Institute is offering the MA in Cross-Cultural Ministry in conjunction with Tamale Institute of Cross-Cultural Studies. It offers professional training for ministers in today’s culturally pluralistic World Church in which mission is always at the cross-roads and in the act of crossing over. It aims to enable graduates from Ghana and other African countries to explore their own cultural roots and to experience the breadth and diversity of African life and religion by making use of two contexts: one year in Northern Ghana and one year in South; and by participating in two revered Christian traditions in Ghana: the Catholic tradition and the Presbyterian tradition.

29.1.3 The programme melds theory and practice, theology and ministry, the classroom and field. It seeks to prepare a new brand of minister for a new evangelion in Africa with a new content, a new method and a new expression. The new content arises whenever the gospel blossoms in a new culture (or blossoms anew in an old culture), the new method incorporates the new socio-cultural analytic and interpretative processes that have emerged from the social sciences over the last twenty-five years, and the new expressions are the linguistic and cultural forms that arise from the incarnation of the gospel in the languages and cultural contexts of Africa.

29.1.4 The programme therefore provides opportunity for graduate Christian workers, lay or ordained ministers, and students of theology and mission who are committed to ministry in cross-cultural situations, to examine the historical, religious and cultural context in which they operate, and to reflect theologically on this enterprise. It also provides the opportunity for candidates, who do not have specialised training in these study, to engage in theological research involving cross-cultural or inter-religious study, to bridge the gap between their previous academic pursuit and the new undertaking, and thus to establish a solid foundation for relevant and contextual research and ministry.

29.2 Admission/ Entry Requirement: All candidates must possess a good BA degree or equivalent, preferably in theology or ministry, from a recognised university.

29.3 Duration

29.3.1 The duration of the MA in Cross-Cultural Ministry is two years.

29.3.2 At TICCS: one academic year from the last week of September until the last week of June the following year (37 weeks).

29.3.3 At ACI: one semester coursework from the beginning of August to mid-December. (16 weeks) followed by research and writing in January and February the following year.

29.3.4 The maximum time for submission of the dissertation is three years from the start of the programme.

29.4 Taught Courses

29.4.1 Tuition for the programme will be given during the first year at Tamale Institute of Cross-Cultural Studies (TICCS), Tamale, Ghana, and in the second year, at Akrofi-Chistaller Institute (ACI), Akropong-Akuapem, Ghana. Portions of the period for thesis writing may be spent at either institution, depending on the thesis topic and the advice of the supervisor.

29.4.2 There will be an orientation at the beginning of the first semester and the first block of each academic year. This will help students to become acquainted with each of the academic institutions, to feel at home in their new contexts, and to get to know the philosophy and objectives of the two parts of the MA programme. They will also be introduced to the practical skills they will need for the library and computer use. In addition to this, at TICCS they will have the opportunity to choose a language and cultural focus. At ACI they will have the opportunity to discuss and select electives or choose a special theoretical focus.

29.4.3 In the TICCS programme students are required to take the set curriculum of 7 taught courses: 4 in Part I, cross-cultural communication, and 3 in Part II, cultural analysis. In part III, field education, there are no taught courses but students must produce an essay of 5,000 words and attend three supervisory sessions and a tutorial every third week. Courses 1,5, 6 and 7 are taught consecutively and courses 2, 3 and 4 are taught concurrently. The class time includes the lecturer's presentations, tutorials and supervisions. Each course is a minimum of 20 sessions (lectures, tutorials or supervisions) of 1 hour duration or 10 sessions of 2 hours duration. There are no electives. For each course a select bibliography is provided along with a reader incorporating the course notes and/or required readings.

29.4.4 In the ACI programme students are required to take a total of three taught courses, two core and one elective. They are encouraged to audit for non-credit purposes elective courses outside their own areas of specialisation. As far as possible, all the courses shall run concurrently. However, it may be necessary for some courses to be taught more intensively for shorter periods.

29.4.5 The Akrofi-Chistaller Institute will award the Master of Arts degree in Cross-Cultural Ministry in conjunction with the Tamale Institute of Cross-Cultural Studies (TICCS) upon satisfactory completion of all the components of the programme.

29.5 Assessment of students' Performance

29.5.1 Assessment for the TICCS year

29.5.1.1 Part I: The 4 courses in cross-cultural communication are assessed by:

- i. written assignments
- ii. reading assignments
- iii. time spent in the community using the texts
- iv. learner's ability to use the methods and procedures of language-learning
- v. learners' response in class and discussion periods
- vi. learner's verbal presentation of a 'final text' in the new language

29.5.1.2 Part II: The 3 courses in cross-cultural analysis are assessed by:

- i. written assignments
- ii. reading assignments
- iii. time spent on the fieldwork in the community
- iv. learner's ability to use the methods and procedures as demonstrated by record keeping.
- v. learner's response in class and discussion periods
- vi. a 10,000 word mini-ethnography.

29.5.1.3 Part III: Field Education is assessed by:

- i. an oral and written examination to assess the language acquisition level of the student using the internationally recognised standards of the Foreign Service Institute of the USA (FSI). A level of FSI-2.5 is required.
- ii. seven 5,000 word essays demonstrating
 - a) the learner's ability to use cultural analysis to successfully interpret cultural phenomena.
 - b) the learner's ability to integrate their understanding of the culture with a theological/biblical and ministerial perspective.
 - c) the learner's ability to critically examine the ministerial initiative in terms whether or not it is perceived as "good news" in the local situation.

29.5.1.4 Part IV: An outline and conclusion for the dissertation demonstrating an ethno-linguistic integration, theological/biblical integration and a ministerial integration of the year's work.

29.5.2 Assessment for the ACI year

29.5.2.1 Essays. Learners will be required to submit for the assessment of each course a 5,000 word essay on a topic related to the course content, to be agreed upon with the course lecturer. In the early weeks of each course, learners will discuss their essay topics with the lecturers concerned, and produce an outline and subsequently a first draft for approval. The essays are expected to be submitted to the lecturer for assessment by the end of each course.

29.5.2.2 Integrating presentation. An additional assessment of taught course participation will be an integration presentation made by each student before the Academic Board. A topic designed to assess the student's capacity integrate elements learnt from different courses in the programme throughout the year will be assigned to each student 24 hours before the presentation. Students will be expected to read a prepared script and to answer questions from the Board. The mark awarded for the presentation will count towards the final grade at the end of the programme.

29.5.2.3 Dissertation

29.5.2.3.1 Students will be required to submit a dissertation of 20,000 words on an agreed topic at the end of the dissertation-writing segment at ACI. The dissertation should integrate the ethnographic interpretation of a problematic situation with a theological perspective and lead to a new ministerial response. It should also demonstrate to a limited degree the effectiveness of the ministerial initiative.

29.5.2.3.2 A special requirement of this programme is that, apart from the regular abstract in English, students should submit also a one-page abstract of their dissertation in the language of their research.

29.5.2.3.3 The dissertation outline and conclusion submitted at the end of the TICCS component will be re-worked under consultation with the dissertation supervisor beginning with the mid-term break in the first part of the ACI year. Students should submit a final outline of their dissertation proposal for approval by the Academic Board.

29.5.2.3.4 A work-in-progress report will be required mid-way through the dissertation-writing period that extends from the beginning of January to the end of February. The dissertation must be submitted by 30 June in order to graduate in December.

29.6 Mode of Certification:

29.6.1 On successful completion of the programme, students will be awarded the degree by the ACI.

30 MTh / PhD (African Christianity)

30.1 Rationale of the programme

30.1.1 The growth and expansion of the Christian faith on the African Continent in the present century is one of the most remarkable events in the entire history of Christianity. Writing in an article published in 1970, the well-known editor of the *World Christian Encyclopaedia* (Nairobi: OUP, 1980), David Barrett, stated that it was Africa that “might well tip the scale and transform Christianity, permanently, into a non- Western religion” (Barrett, “ AD 2000-350 million Christians in Africa” in the *International Review of Mission*, vol. LIX, no. 233, January, 1970:40). In 1983, the renowned African Christian historian of World Christianity, Prof. Lamin Sanneh of Yale Divinity School, suggests that “African Christianity may well have entered upon a universal vocation not dissimilar to that of Gentile Christianity in the early Christian centuries”. (Sanneh, *West African Christianity- The religious impact*, London: C. Hurst, 1983).

30.1.2 Andrew Walls drew out the fullest implications of Barrett’s observation by suggesting that “ what happens within the African Churches in the next generation will determine the whole shape of church history for centuries to come. What sort of theology is most characteristic of the Christianity of the twenty-first century may well depend on what has happened in the minds of African Christians in the interim” in “Towards an understanding of Africa’s place in Christian history” in J. S. Pobee (ed) *Religion in a pluralistic society*, Leiden: E. J. Brill, 1976 pp. 180-189.

30.1.3 This global transformation of the Christian faith poses tremendous challenges for African Christianity. It means that African Christians and African Christian institutions are thus called upon not only to shoulder a significant portion of the burden of Christian witness in the world, but also to undergird such witness with the appropriate Christian scholarship in the interest of the Church’s universal task in our time. The MTh/PhD in African Christianity is the African attempt at meeting this need for African Christian scholarship that will be equal to the task.

30.2 Objectives

30.2.1 to provide opportunity for understanding the significance of African Christianity.

30.2.2 to enable graduates from African countries undertake an advanced study of Christianity directly related to their own setting.

30.2.3 to provide opportunity for graduate Christian workers, lay or ordained, committed to ministry in cross-cultural situations, to examine the historical, religious and cultural context in which they operate and to reflect theologically on their experience.

30.2.4 to help prospective candidates of theological research involving cross-cultural or inter-religious study who do not have specialized training in these fields, to bridge the gap between previous academic study and the new material.

30.2.5 To provide cultural relevance in exegesis and interpretation

30.3 Requirements. All candidates must possess a good honours degree in Theology or in Religious Studies from a recognized University to be considered for admission to the MTh. For those without a first degree in Theology, the MA in Theology and Mission qualifies them for consideration to be admitted to the MTh. Candidates for the PhD must possess a Masters degree in Theology or in Religious Studies from a recognised University.

30.4 Structure of programmes

30.4.1 MTh

30.4.1.1 All students take a total of six taught courses in the first year: two core and one elective each semester from the following:

30.4.1.2 First Semester

30.4.1.3 Core:

- i. World Christian history as mission history.
- ii. Gospel and culture – biblical, historical and theological perspectives

30.4.1.4 Electives:

- i. The Bible in African Christianity – aspects of African Biblical Hermeneutics
- ii. Early African Christianity of the first six centuries.
- iii. Christian faith and Islam and Christian-Muslim relations in Africa

30.4.1.5 Second Semester

30.4.1.6 Core:

- i. The roots of African Theology in the 20th century.
- ii. Christian faith and primal religions of the world, with special reference to Africa – historical, phenomenological and theological perspectives

30.4.1.7 Electives:

- iii. Modern African Instituted Churches.
- iv. Aspects of the Christian history of Africa.
- v. Patterns of Christian Ministry in Africa

30.4.1.8 Integrating presentation. An additional assessment of taught course participation will be an integration presentation made by each student before the Academic Board. A topic designed to assess the student's capacity to integrate elements learnt from different courses in the programme throughout the year will be assigned to each student 24 hours before the presentation. Students will be expected to read a prepared script and to answer questions from the Board. The mark awarded for the presentation will count towards the final grade at the end of the programme.

30.4.1.9 In the second year, MTh students write a dissertation of 30,000 words. A special requirement is that, apart from the regular abstract in English, students also submit a one-page abstract of their dissertation in their mother tongue.

30.4.2 PhD in Theology. All candidates for PhD who have not previously obtained the MTh in African Christianity are required to take the MTh course work during the first year. Students then spend two years to write a dissertation of around 100,000 words on an agreed topic. A special requirement is that, apart from the regular abstract in English, students also submit a one-page abstract of their dissertation in their mother tongue.

SECTION C: FACILITIES AND SERVICES AT THE INSTITUTE

31. Library

31.1 The Johannes Zimmermann Library. The Zimmermann Library is essentially a reference library set up to serve staff members of the Institute, her students and researchers. The Library is divided into various sections and named after renowned missionaries of the Basel Mission. The Johannes Zimmermann Library holds the main book stock of some 9,000 books. Periodicals made up of journals and newsletters are displayed in the David Asante Room. The Friedrich Monninger Room is reserved as a Reading Room for long-term resident students while the Wilhelm Stamm Room serves as our computer room. Access to the last two rooms is restricted to Institute staff and students. There is a moderate fee for using the Library.

31.2 Opening Times. The Library is open from 9.30am till 4.30pm on weekdays and closed on public holidays and during vacation. Extended hours are arranged for intensive courses, and resident students may be granted specified privileges of extended access at the discretion of the Librarian.

31.3 Services

31.3.1 Photocopies of Library materials are made on request at a cost determined from time to time by management.

31.3.2 Internet use is charged at a fee determined from time to time by the Library Committee. Print-outs are also charged

31.3.3 **Loan Facilities:** Because it is essentially a reference collection, only limited loan facilities are available for resident students. Researchers in residence may enjoy borrowing rights at the discretion of the Librarian.

31.3.4 Special Collections The library has the following special collections: The H Turner Collection on Religious Movements on microfiche; Basel Mission Gold Coast Correspondence 1852-1898 (D-1 series) on microfilm; Archival Photographs of the Basel Mission in Gold Coast; Methodist Missionary Trust Association/Atlantis Press Books.

32 Hostel accommodation: The hostel contains 22 double rooms with bathroom facilities shared between two rooms. Two students therefore occupy each room. At the moment there are no self-catering units and students are not allowed to eat in the rooms. Further details will be made available in each room.

33 Cafeteria meals. Meals are served in the Cafeteria at all meal times. Special arrangements can be made for meals to be packed for field trips/excursions.

34 Book sales. There is a bookshop currently located at the office of the Secretary to the Registrar, open during normal working hours

35 Health care. There is a clinic available in Akropong for routine outpatient attention. The Tetteh Quarshie hospital which is located in Mampong Akuapem, will attend to cases referred to it by the clinic. Cost is borne by the student, except for Ghanaians on the National Health Insurance Scheme. Students coming from outside of Ghana are advised to arrange additional health insurance cover.

36 Pastoral care/counseling. The Institute arranges pastoral care and counseling services for students as needed. Initial contact for this is the Institute Chaplain

37 Fees and sponsorship funds

37.1 Financial responsibilities of students would be spelt out in written form at the start of each student's studies. Unless specifically arranged with the Deputy Registrar (Finance and General), all fees payable are to be paid in full at the beginning of the year in question.

37.2 Sponsors may also arrange to have the Institute administer the allowances and other expenses payable to the students on their behalf. It is expected that this arrangement would be made prior to the beginning of the session in question. All other students will be expected to meet their expenses such as accommodation, meals, travel and research costs on their own.

37.3 Ghanaian students are entitled to the Ghana government sponsored student loan scheme.

38 Laundry. Buckets are available in student rooms for hand-washing of clothes and other items. There is also a washing machine available. Students wishing to use this facility may contact the Hostel Manager for details. There is an electric iron and ironing board in the lounge for use by students.

39 Transportation. The Institute arranges to pick students up at the airport on first arrival and also send them to the airport on departure. Transport is also provided for officially arranged travel that is part of the course of study. The cost of all other travel is the full responsibility of the student. Students requiring this service are to inform the office of the Deputy Registrar (Finance and General) well ahead of time.

40 Visa requirements. Students entering Ghana for the first time are normally granted a 30-day visa on arrival. It is essential to have this extended as early as possible. Affected students should contact the Deputy Registrar's office for assistance.

41 Shopping facilities. Akropong town has a number of small shops for most household needs. If it becomes necessary, a trip to Accra will complement these.

42 Computer and internet facilities. The Institute has a number of computers in the library for the use of students. PhD students are expected to buy a laptop computer in the second year of their studies. (see library for fuller details). The Institute has a direct satellite connection for internet services.

43 Telephone and fax facilities.

43.1 The official telephone numbers of the Institute are: **081 91490** and **081 91491**. Students expecting to receive telephone calls are advised to obtain their own cell phones. Commercial payphones and communication centers are available outside the Institute premises for those who need to use such services.

43.2 A telephone receiver that is linked to a local intercom is available in the lounge at the hostel for communicating with various units of the Institute.

43.3 The Institute operates a fax machine, currently located in Accra: 021 513188. Students may only receive faxes through this number. Those wishing to send faxes should make their own arrangements elsewhere.

44 Mails: Postal mails should be addressed to The Akrofi-Chistaller Institute, P.O Box 76, Akropong-Akuapem, Ghana. There is a post office in Akropong town for postal services.

45 Institute activities. Students are welcome to participate in Institute activities as and when they occur. An orientation programme is organized during the first week of the first semester and first block of each academic year, during which registration and provision of student ID cards take place. A joint staff and students retreat also takes place during the orientation week. Any further enquiries and clarification of issues not covered in this handbook may be directed to the Assistant Registrar, in the Registrar's office.

46 STAFF OF THE INSTITUTE

46.1 Academic

Rector	Rev. Prof. Kwame Bediako
Documentation & Publications Officer/ Director Academic Affairs	Prof. Gillian M. Bediako
Senior Research Fellow/ Dean of Accredited Studies	Dr. Allison Howell
Research Fellow	Rev. Dr. John Azumah
Research Fellow	Rev. Philip Laryea
Research Fellow	Rev. Solomon Sule-Saa
Research Fellow	Rev. Mrs. Ernestina Afriyie
Deputy Librarian	Ms Korklu Laryea
Deputy Publications Officer	Ms. Angela Addy
Language Consultant (Akan)	Rev. S. K. Aboa
Academic Associate	Most. Rev. Dr. Aboagye-Mensah
Emeritus Professor	Prof. Andrew Walls

46.2 Administrative

Registrar	Mr. Joseph M. Budu
Deputy Registrar (Admin & Finance)	Mr. Ben Asiedu
Executive Assistant to Rector	Dr. Maureen Iheanacho
Assistant Finance Officer	Mr. John Ananse-Baiden

Asst. Admin. Officer (Supplies & Logistics)	Mr. Stephen Amo-Mensah
Domestic Bursar/Caterer	Ms. Victoria Adotey
Hostel Manager/Housekeeper	Ms. Akosua Akuffo
Financial Assistant	Mr. John Nkrumah
Administrative Assistant	Ms Emily Akuffo
Administrative Assistant	Mrs. Rose Kwayisi-Darkwah
Snr. Publications Assistant	Miss Pearl Amanor
Snr. Library Assistant	Mr Pius Ayounge
Driver	Mr. Samuel Akotua
Driver	Mr. John Osei
Driver	Mr. James Kwao
Security & grounds	Mr. Fred Sakyi
Security & grounds	Mr. Robert Sakyiama
Security & grounds	Mr. Henry Owusu
Security & grounds	Mr. John Owusu Amponsah
Security & grounds	Mr. Yaw Builsa
Security	Mr. Daniel Anyanga
Security	Mr. Michael Akpenta
Security	Mr. Kofi Adekator
Senior Catering Assistant	Ms. Anna Nyako
Catering Assistant	Mrs. Angela Odzeyem
Catering Assistant	Ms. Abena Boafoa
Cleaner	Mr. Yaw Agyeman
Cleaner	Ms Akosua Asiedua

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