

COURSE FORMATS AND CLASS INFORMATION

1. Modules and Courses

CIU Korntal's study courses are divided into modules (courses = in internal language usage), which in addition to lectures integrate elements of seminars, assignments and self-study. The modules are thematically focused and clearly defined in terms of time.

Each module consists of **three phases**.

Generally, each course consists of 3 US credit hours which corresponds to 5 ECTS points.

The class phases of courses may be offered in different formats which are comparable in scope – please see the website.

Courses with classes in Korntal (on-campus courses):

4-6 weeks	5 days (Mo-Fr)	8 weeks
pre-class <i>20-30 hrs.</i> self-study online, partially interactive	class <i>30-35 hrs.</i>	post-class <i>approx. 80 Std. or 1-2 days/week</i> create and submit assignments

Evening online course:

12 weeks	3 Wochen
online-classes <i>12 evenings with 2,5 hrs. live video session</i> <i>and 7 hrs. self-study per week</i>	post-class <i>1-2 days/week</i> create and submit assignments

Weekend online course:

1-2 weeks	5 consecut. Saturdays	8 weeks
Pre-class <i>5-10 hrs.</i> self-study online, partially interactive	online-classes <i>5x 5 hrs. video sessions</i> plus self-study in-between	post-class <i>approx. 80 Std. or 1-2 days/week</i> create and submit assignments

2. „Blended-Learning“ mit Moodle

All courses include e-learning elements before and after the class-phase. This combination of classical attendance phases and e-learning is called blended learning.

For logging into the respective Moodle “classroom” the access information will be sent by e-mail upon registration (no later than two weeks before the start of the class-phase). General access to Moodle: <https://moodle.awm-korntal.eu>

The “Moodle Lounge” includes an introduction to using Moodle.

3. Course Categories

Required Courses

Each program includes required courses which must be taken by all students in the degree without exception. Some of these courses are to be taken at certain points throughout the program – please contact your academic advisor for detailed information.

Designated Electives

Each program requires a certain number of credit hours in a concentration area without prescribing individual courses (i.e. X credit hours from CTH). Each course in the curriculum has an identifier, called an alpha designator, such as CTH, ICL, BIB, etc., which makes it possible to assign it to one or sometimes several specializations. Students choose the elective courses of their degree program from the courses that match their specialization. Information for each individual course can be found in the module descriptions on the website. Students select these courses in consultation with their academic advisor.

Electives

All programs allow for free electives, which can be chosen from any of the courses offered. Courses are to be chosen in consultation with the academic advisor.

4. Further Study Elements

4.1 Practical Project with Competence Reflection

All degree programs at Master's level include either a practical project or an internship as part of the final module (not the thesis option). The learning objective to be achieved with the project can be freely developed within the respective major field of study.

While a practical project is related to a new task in the previous area of service, an internship can also take place as an observation in an area of service that is new to the student or as an accompanying reflection on the current service.

In the outline, students define their learning objectives, describe the project and show how this project contributes to achieving the set objectives. Part of the draft is the timeline of the project as well as the indicators that enable its evaluation. A mentoring agreement should also be included.

Overall, the aim is to grow in the independent development of skills within the major field of study.

Further information and forms can be found in the Moodle Lounge at [Practical Project Syllabus in English](#).

4.2 Proficiency Exams

Proficiency exams may be taken by students within one year from the date of matriculation. They offer the opportunity to document knowledge in course content which cannot be transferred in.

Specific regulations can be found in the program-related parts of the student manual.

For preparation students will receive information with regard to the contents and requirements of the corresponding CIU Korntal-course. An exam will be designed which will be taken under supervision in Korntal.

The entry exams are passed if 77% of the possible points are reached. In this case, the proficiency exam replaces the corresponding course on the transcript. The grade will be registered (only if passed). A failed attempt is not recorded on the transcript.

A maximum of 25% of a degree program (except: MA advanced standing) can be covered by proficiency exams examinations.

- MA: 54 cr.hrs. -> 25% = 12 cr.hrs (rounded) = 4 courses
- M.Div.: 78 SE -> 25% = 19,5 cr.hrs. = 6 courses (18 cr.hrs.)
- Advanced standing – no proficiency exams possible

Administrative process:

The first step is to contact the academic advisor.

Biblical Greek or Hebrew

The language skills required for the Master of Divinity in one of the two ancient languages, Biblical Greek (Koine) or Hebrew, can also be proven with entrance examinations. The necessary studies can be done self-taught, online with appropriate providers or through courses at a university. The ancient language part of the M.Div. comprises three courses in either Greek or Hebrew. There are entrance exams for 2 courses of each language. Greek I+II and Hebrew I+II in the entrance exam include the translation of a simple text passage without aids and the exact determination of the grammatical forms contained therein. Greek III and Hebrew III include the translation of a more demanding passage without aids, the determination of grammatical forms and, in addition, proof of exegetical competence.

Administrative procedure:

The first step is to contact the academic advisor.

4.3 Faculty Directed Study

A *Faculty Directed Study* (FDS) allows for the independent study of a specific area or theme as an individual or group under a supervising professor.

Process

The Academic Advisor is the first point of contact regarding an FDS.

Legitimate Reasons for an FDS are:

- The student desires to develop a theme relevant to his/her ministry which is not covered by regular courses; **OR**

- A required course is not offered in the *student's last term* and neither an alternative course nor an online course is available.

An FDS cannot be requested for courses offered during a term.

The academic advisor consults with the academic Dean about the request. The supervising professor will be approached by the academic advisor or the academic Dean.

A syllabus will specify content and requirements for the FDS. An FDS consists of 45 study hours per semester credit. The study hours may include attendance at lectures in courses that relate to the topic of the FDS.

Work on the FDS may begin as soon as the syllabus has been approved by the Academic Dean.

The FDS will be registered as soon as the registration form is completed and turned in (including syllabus).

5. Course Size – minimum/maximum

The basic goal is that ALL courses take place – so there is no absolute minimum number of participants. Generally, the minimum number of participants is 7 at Bachelor's and Master's level and 5 for online courses. At doctoral level 3 participants.

In the event that a course has to be canceled (decision of the school leadership in consultation with the lecturers), pro-active alternatives are offered to the students concerned at least two weeks before the on-campus-phase. A course may be replaced by a faculty directed study.

At the same time, there are courses with a maximum participant limit. Such a limitation is noted on the website of the respective course and the registration date decides on the acceptance into the course.

6. Class Attendance

Class attendance is mandatory. Registering for a course obliges students to attend class. In the case that a student cannot attend an individual lecture for compelling reasons, an explanation must be submitted to the academic advisor (email is sufficient) with the professor copied in. The academic advisor communicates his permission to miss the class to all involved by e-mail.

Students are responsible to

- inform reception in case any change in their booking of meals or accommodation needs to be made.
- make up for the content of the missed lecture. Recording a lecture may take place only with the consent of the professor and is to be limited to personal use only. The AWM will not supply a recording device.

On-campus courses: A maximum of one day of classes (25%) may be missed without endangering successful completion of the course.

Online courses: A maximum of 20% may be missed.

Unexcused absences may result in the docking of a grade.

Medical Issues During a Course

If a student becomes ill so that a course that is already in the class-phase cannot be successfully completed, the course will be registered with a "Medical Withdrawal" after submitting a medical certificate. There is no assessment and no credit earned. The course can be repeated and a refund is made according to the regulations (see above).

All regulations for withdrawals refer to the beginning of the class-period as the starting point of the course, not the beginning of pre-class on the Moodle platform.

7. Teaching Formats and Styles

The professor is free to choose the style of lecture and teaching aids (lecture, seminar, discussion...). Classes must be fully completed by the professor. In case of a longer illness of the professor, the school leadership will provide an adequate substitute.

It is the professor's prerogative to establish reasonable expectations for the course - these are laid out in the Moodle room before the beginning of a course and may not be expanded upon. The requirements are in accordance with the North American accrediting standards and the *Dublin Descriptors*.

Lessons on public holidays are regulated individually. Information is provided in the respective Moodle room. The library remains open, the staff are not available.

8. Required and Recommended Reading

Each course includes required reading. Information can be found in the module descriptions on the website and in the Moodle room of the respective course.

Core literature (recommended reading) includes substantial titles on the subject, which helps students to achieve the learning objectives. It is to be found in the module manual and in the Moodle room of the respective course.

The bibliography is a detailed (non-exhaustive) list of relevant literature on the subject. It is to be found in the Moodle room of the respective course.

The compulsory literature can also be found in the respective course apparatus in the **library** and cannot be borrowed during the course in order to be accessible to all course participants.

9. On-campus Courses in Korntal

The daily schedule of an on-campus week can be found in the [course schedule folder](#) in the Moodle Lounge.

9.1 Orientation

At the beginning of each on-campus period (usually during lunch on the first day of the class), new students receive a general introduction and a guided tour of the campus and library.

Class room distribution, the meal-plan and other relevant information or dates are displayed on screens throughout the building.

The Moodle Lounge contains further documents which are helpful for study and life at the AWM (module descriptions, library regulation and tutorials, Harvard method, etc.).

9.2 Living together

We expect that everyone treats the facilities with care. Campus information is located in each room. We ask all students to make sure that

- they turn off lights and close windows when leaving a room.
- the doors are locked when the front desk is not occupied.
- any damage is reported to the front desk.

No alcohol is served at official functions on campus. Personal consumption of alcohol is the decision of each guest/student. Smoking is not allowed on the balconies or the school grounds. The misuse of alcohol and nicotine, as well as the use of pornographic, violent or other content that does not fit a Christian lifestyle, will lead to disciplinary proceedings.

9.3 Chapel

Chapel is held each class day from 10.00 to 10.30 AM and is held by students, staff, lecturers and guests. The topic of serving Christ across cultures is a constant theme during these times of prayer, worship and listening to God's Word.

We expect that students attend chapel whenever they are taking classes. Chapel is **the** central event of a day in which all gather together. Coffee break follows chapel and provides the opportunity for personal interaction. During chapel, the library and other services of the campus are not available.

9.4 Security

We desire the AWM to be a "hospitable inn" where students may experience both internal and external security.

We often have students and guests from sensitive fields of service around the world who need a secure environment.

Therefore, we require that (digital) photos will be used for personal use only. Photos with guests or students of the AWM may not be published in any form in print or social media in order to protect individual students.

The AWM will seek permission from individuals before publishing photos of guests or students in AWM promotional material.

10. Online Courses

Initial information and the dates for online teaching are communicated via the website and the Moodle course room. Further interaction and communication between lecturers and students takes place in the Moodle course room.

The etiquette for online teaching is as described in the Moodle Lounge. Attendance is compulsory.

A maximum of 20% of lectures can be missed without endangering the successful completion of the course. Lecturers may deduct a grade for unexcused absences.

In certain circumstances (unstable internet connection, scheduling conflict, illness), lessons may be recorded – provided the lecturers and other course participants agree. Students are then responsible for reviewing the content of the lecture. These recordings are for personal use only.

11. CIU Online Courses

CIU-USA offers a variety of online courses. Online courses are completed in class from home. Fixed deadlines and interaction with fellow students enrich the learning experience and structure the course content, while weekly class videos can be viewed at any time. If you are interested in online courses, please contact your academic advisor first.

Online courses can be a useful complement to studying at CIU Korntal.

However, the compulsory course *THE 5305 Mission and Methods of Theology* and the *Final Modul* must be taken in Korntal.

Please also note that CIU only offers MA-level courses in CTH and ICS, not in ICL.

Further information on taking CIU online courses can be found at „[CIU Online Courses](#)“ in the Moodle Lounge.