

DISCIPLINARY CODES & PROCEDURES

LUTHERAN THEOLOGICAL SEMINARY - STUDENTS

Preliminaries

“Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.

In your relationships with one another, have the same mindset as Christ Jesus:

Who, being in very nature God,

did not consider equality with God something to be used to his own advantage; rather, he made himself nothing

by taking the very nature of a servant,
being made in human likeness.

And being found in appearance as a man,

he humbled himself

by becoming obedient to death—
even death on a cross!

Therefore God exalted him to the highest place

and gave him the name that is above every name,

that at the name of Jesus every knee should bow,

in heaven and on earth and under the earth,

and every tongue acknowledge that Jesus Christ is Lord,

to the glory of God the Father. (Philippians 2:1-11)

The students are to conduct themselves in accordance to 1 Tim. 3, 1-3 and Tit. 1, 5-9, which is generally befitting the witnesses of Christ (Phil. 1, 27) and expected, especially of every student preparing to become a pastor or deaconess in the Lutheran Church.

The students to participate punctually in Lutheran devotions and services as offered at the LTS during the week and on Sundays. Practise Christian fellowship by being respectful, considerate, punctual and accommodating to other students, faculty members, visitors and all people at the LTS.

Students are to prepare diligently for the various classes, practical, tests and exams.

According to Titus 3:10-11:

“Warn a divisive person once, and then warn him a second time. After this, have nothing to do with him. You may be sure that such a man is warped and sinful; he is self-condemned.”

Romans 16:17-18:

"I urge you, brothers and sisters, to watch out for those who cause divisions and put obstacles in your way that are contrary to the teaching you have learned. Keep away from them. For such people are not serving our Lord Christ, but their own appetites. By smooth talk and flattery, they deceive the minds of naive people."

1 Corinthians 5:6:

"Your boasting is not good. Don't you know that a little yeast leavens the whole batch of dough?"

1 Corinthians 11:19:

"No doubt there have to be differences among you to show which of you have God's approval."

Disciplinary Code (Only three steps)

*It is not possible to set out in detail every possible contingency which may arise at LTS.
The disciplinary code is therefore not exhaustive. LTS may deal with exceptional cases not contemplated by this Code in a manner that may be deemed appropriate and fair.*

TRANSGRESSION	STEP 1	STEP 2	STEP 3		
1. Insubordination	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
2. Disrespectful behaviour	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
3. Poor academic performance	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
4. Failure to prepare diligently for various classes /practicals/tests and exams	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
5. Late for classes/leaving classes early without good reason and permission	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
6. Refusal/failure to submit assignments and late submissions	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
7. Sleeping during classes	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
8. Not attending classes/devotion - repeated unauthorized or deliberate <i>(Absence from classes more than 10 % of the attendance without prior notification and authorisation, the student fails and will not write exams)</i>	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
9. Cheating during a test or examination	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
10. Continued absence from classes / LTS without prior notification	Expulsion <i>(Disciplinary Inquiry)</i>				
11. Littering	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
12. Damage to LTS equipment / property / materials	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
13. Misuse of LTS property / equipment for private purposes	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
14. Improper use of LTS property and equipment	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
15. Committing a breach of any rule prescribed for good order, discipline or health	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		
16. Unauthorized consumption on the premises of liquor or being under the influence of liquor whilst on the premises or having liquor on the premises	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
17. Negligence	1 st Written warning	2 nd Written warning	Expulsion <i>(Disciplinary Inquiry)</i>		

18. Failure to give keys to the office when students go on Holidays	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
19. Carelessness and failure to observe security, health & safety & hygiene regulations	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
20. Committing unsanitary acts	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
21. Failing to comply with LTS's standard procedures (???)	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
22. Any act harmful to the interests of LTS or its students	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
23. Injury to another through negligence or horseplay	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
24. Use of insulting / offensive or abusive or derogatory language and/or signs	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
25. Smoking in inside areas	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
26. Refusing to execute any reasonable and lawful instruction or inciting other students to refuse such an instruction	Final written warning	Expulsion <i>(Disciplinary Inquiry)</i>			
27. Use of drugs or being under the influence of drugs or having it in the student's possession whilst on the premises	Expulsion <i>(Disciplinary Inquiry)</i>				
28. Gambling on premises	Expulsion <i>(Disciplinary Inquiry)</i>				
29. Female visitors in rooms or soliciting prostitutes (no strange people, including relatives, allowed to stay over at LTS premises) Female visitors may visit at an allocated facility	Expulsion <i>(Disciplinary Inquiry)</i>				
30. Gross negligence	Expulsion <i>(Disciplinary Inquiry)</i>				
31. Gross insubordination	Expulsion <i>(Disciplinary Inquiry)</i>				
32. Wilful damage, negligence or destruction of LTS property	Expulsion <i>(Disciplinary Inquiry)</i>				
33. Revealing confidential LTS or student's personal information to unauthorized persons	Expulsion <i>(Disciplinary Inquiry)</i>				
34. Using confidential information for personal purposes	Expulsion <i>(Disciplinary Inquiry)</i>				
35. Adversely affecting the image of LTS through any action/statement/allegations / bringing LTS into disrepute	Expulsion <i>(Disciplinary Inquiry)</i>				
36. Deliberately supplying incorrect or falsified information	Expulsion <i>(Disciplinary Inquiry)</i>				

	<i>Inquiry)</i>				
37. Alleged theft/fraud or being an accessory thereto or making an attempt threat	Expulsion <i>(Disciplinary Inquiry)</i>				
38. Being in possession of LTS property without permission	Expulsion <i>(Disciplinary Inquiry)</i>				
39. Students being in possession of a firearm/dangerous weapon on the premises	Expulsion <i>(Disciplinary Inquiry)</i>				
40. Being involved in a fight or assaulting others whilst on the premises or attempting to injure	Expulsion <i>(Disciplinary Inquiry)</i>				
41. Committing violence or inciting other students to violence or riots	Expulsion <i>(Disciplinary Inquiry)</i>				
42. Taking part or inciting fellow students to partake in any protest action / marches	Expulsion <i>(Disciplinary Inquiry)</i>				
43. Adopting a threatening attitude towards a fellow student or employees of LTS	Expulsion <i>(Disciplinary Inquiry)</i>				
44. Intimidation of students / employees of LTS	Expulsion <i>(Disciplinary Inquiry)</i>				
45. Interfering with a fellow student in a manner that may be construed as sexually suggestive, including harassment (sexual or racial harassment)	Expulsion <i>(Disciplinary Inquiry)</i>				
46. Discrimination against race / colour	Expulsion <i>(Disciplinary Inquiry)</i>				
47. Acts of xenophobia	Expulsion <i>(Disciplinary Inquiry)</i>				