

**CHIN CHRISTIAN UNIVERSITY
HAKHA, CHIN STATE**

STUDENT RULES AND REGULATIONS

INTRODUCTION

Founded by Chin Association for Christian Communication (CACC), Chin Christian University operates under the guidance of CACC, and is a center of learning for all peoples irrespective of race, tongue and denomination to produce good leaders for the churches and every people

CCU is a community of teachers, supporting staff, students and families. In order for the community to function decently and orderly it is essential to have rules and regulations to abide by. As Christian, we need to show Christian way of life, metical love, consideration and respect.

By keeping these rules and regulations, we hope that there will be unity and freedom in the community; these rules and regulations are meant not for self-restriction but rather for the freedom and development of the community.

The regulations in this handbook have been approved by CCU Board of Trustees under its resolution No. BT-1/2018/41 on **March 12, 2018**.

President
Chin Christian University

STUDENT RULES AND REGULATIONS

PLEDGE (Each student shall sign the pledge on entering the University)

I hereby sign that I

01. will not take part in any activity that will jeopardize my University and my church.
02. will devote all my time to my utmost to my studies and spiritual development.
03. will abide by all the rules and regulations laid down by the University.
04. will do all the work announced or given to me as necessary.
05. will try my utmost to be an honor to my University and my Church.

If I fail to keep the above pledge I will gladly accept any decision made by the authority concerned.

Signature -----

Name -----

Class -----

Phone -----

Date -----

CHIN CHRISTIAN UNIVERSITY STUDENT RULES AND REGULATIONS

CHAPTER I CONDUCT

1. A student shall
 - a. behave, dress, eat or drink in a manner suited to student.
 - b. treat one another with respect and consideration.
 - c. respect each other's culture and doctrines of each denomination.
 - d. not form any fellowship or organization which represents ethnic group, region or association in the University.

CHAPTER II DISCIPLINE

2. No Student Shall
 - a. use or drink any kind of drugs or alcoholic beverage in toxicating. Anyone found using or drinking such drugs and beverage shall be barred from studying for one year without any warning. He/she may be readmitted the next year with the recommendation concerned.
 - b. smoke, chew betel or khaini. Anyone found smoking or chewing shall be given a warning by the President, and if he/she repeats he/she shall be barred for one year. He/she may be readmitted the next year with the recommendations from the association and the church pastor concerned.

- c. quarrel or fight with each other or outsider. Anyone quarreling or fighting shall be heard of his/her case by the Faculty Council as necessary.
- d. attempt suicide (hanging, stabbing, shooting etc). Anyone found guilty of this offense shall be heard of his/her case by the Faculty Council as necessary.
- e. murder. Anyone found guilty of murder shall be expelled from the University.
- f. steal. Anyone found guilty of theft shall be expelled from the University.
- g. rape. Anyone found guilty of rape shall be expelled from the University.
- h. lie or cheat. Anyone found lying or cheating shall be heard of his/her case by the Faculty Council as necessary.
- i. have male-female relationship indecent to Christian living. Anyone found having such relationship shall be heard of his/her case by the Faculty Council as necessary.
- j. handle, break or sell University property at his/her will. Anyone found doing shall be heard of his/her case by the Faculty Council as necessary.

CHAPTER III ACADEMIC REGULATIONS

- 3. Any person who has got Basic Education High School pass certificate or the equivalent is eligible for BTh, BAE and BBA programs.
- 4. Any person who has got a degree from Government College or University, or BTh degree from any recognized Bible school, BAE, or BBA degree from

- CCU is eligible for BRE or MACS or MDiv program. (MACS is not equivalent of MDiv or BD)
5. Any person who has got a degree from Government College or University, or BTh degree from any recognized Bible school, or BAE degree from CCU maybe admitted to BBA second year.
 6. Any person who has passed grade 9th (eight standard passed) is eligible for DipTh program.
 7. Any person who has got DipTh or the equivalent is eligible for BMin program.
 8. Any person who can speak and write in Burmese/Chin is eligible for Dip BA program.
 9. Any person pursuing theological program shall be one who has already been baptized.
 10. Only one who has submitted admission form in full may be admitted to University (Form in full means attached recommendations from mother church and association along with other requirements mentioned in the form).
 11. There shall be entrance examination for BTh and MDiv candidates, and only one who passed may be allowed to attend.
 12. A student who has completed DipTh program from any recognized Bible school and passed 10th standard may be admitted to third year BTh program as a mature student, and he or she shall be required to sit for first and second years BTh examinations.
 13. Matter relating to application form received after the deadline shall be dealt with by the Officers Council as necessary.
 14. Matter relating to student who does not arrive till Orientation Day shall be dealt with by the Officers

Council as necessary.

15. No student is allowed to enroll two programs at the same time at CCU.

ATTENDANCE, LEAVE AND WITHDRAWAL

16. The subject for which the attendance is below 75% of the total roll-calls shall be considered supplementary subject.
17. Concerning leave, leave letter of a hostel student shall be signed by the Warden and leave letter of a day-student shall be signed by the Dean of Students' Affairs, Vice President, Academic Dean, or Registrar respectively. A leave letter without the signature shall be deemed not granted. Leave asked for going from Hakha to other place may be granted by the President or Faculty Council.
18. If a student wishes to leave the University he/she shall write a letter of withdrawal.
19. A student who does not write a letter of withdrawal shall be readmitted after two academic years.
20. If a student who has left the University wishes to attend again he/she shall put up admission form as a new student.
21. Attendance for a BRE or MACS or DipEng student shall be at least 65% of the total roll-calls.
22. A student who is absent for class without permission shall be put on University fatigue.
23. A student who is absent fatigue work for more than two times shall be brought before the President.

GRADING OF COURSES

24. Pass marks shall be 70% for BTh, MDiv, BRE and MACS programs, and only if the cumulative average for each subject is 80% the student shall be conferred degree.
25. Pass marks shall be 60% for BMin program, and only if the cumulative average for each subject is 70% the student shall be conferred degree.
26. Pass marks shall be 60% for DipTh program, and only if

the cumulative average for each subject is 70% the student shall be conferred certificate.

27. Pass marks for BAE, BBA and Dip Eng Programs shall be 50%.
28. Pass marks in English subject for BTh, MDiv, DipTh and BMin shall be 50%.

DEAD-LINE FOR RESEARCH PAPER

29. Deadlines for research paper both draft and final are as fixed in the University Calendar.
30. If a student fails to complete his or her research paper within the time-limit due to ill health or emergency the matter shall be forwarded to the Faculty Council by the instructor concerned.

DURATION OF STUDIES

31. No consideration shall be extended to student who fails to complete his/her study within the duration of study fixed.
32. Duration of studies for BTh, BAE, BBA and DipTh programs is four years, in case of a student failing to complete within four years he or she shall complete in eight years.
33. Duration of studies for MDiv program shall be three years and in case of a student failing to complete in three years he or she shall complete within six years.
34. Duration of studies for BMin, MACS and BRE program is two years, and in case of a student failing to complete in two years he or she shall complete within four years.
35. Duration of DipBA and DipEng programs is one year, and in case of a student failing to complete in one year, he or she must complete within two years.

EXAMINATIONS

36. Examinations shall be held as fixed in the University Calendar.
37. The students shall bring their identity cards in the examination room.
38. As for student in hospital due to illness, the matter shall be decided by the Faculty Council.
39. Matter relating to the death of a student's member of nuclear family just before or during the examination shall be decided by the Faculty Council.
40. Matter falling under No 38 or 39 shall require a testimonial from the doctor or the ward or village chairman.
41. Any student failing to sit for the examination (with information) shall be deemed to fail in the subject, which he/she did not answer.
42. Any student failing to sit for the examination (of any subject) without information shall be barred for one academic year.
43. If a student fails in two subjects he or she shall sit for supplementary examinations, and if he or she fails again he or she shall write academic papers assigned by the subject t teachers one year delay within the duration of candidacy.
44. Failure in three or more subjects shall be deemed failure of the course.
45. Roll number shall not be issued for any student who fails to pay fees in full within the time limit.
46. Any student cheating in the examination shall be barred for one semester.
47. No student who is late for 30 minutes shall be allowed to sit the examination.

RELATION TO CHURCH AND COMMUNITY

48. In order to be able to put learning to practice as necessary in the church every student from second year BTh, second year DipTh, and second year MDiv classes shall be given fieldwork assignments to the churches throughout the year, which shall be graded as a subject.
49. In order to become acquainted with the nature of the church and as a job-training, every student from third year BTh, third year DipTh, and second year MDiv classes shall undergo internship program in the church chosen by the University for one and a half months, which shall be graded as a subject.
50. In order to be able to put learning to practice, every student from third year BAE and third year BBA classes shall undergo service learning program in a community chosen by the University for one and a half months, which shall be graded as a subject.

PENALTY

51. A student shall leave the University for anyone of the following reasons.
 - a. Failure in a class for two consecutive years.
 - b. Inability to get degree certificate within the time limit.
 - c. Taking book away from the library and improper use of the book.

RESEARCH PAPER

52. A final year BTh student shall write a research paper, and MDiv, MACS and BRE students shall write a thesis in English.
53. A final year DipTh student shall write a research paper in B

urmes, or in English, or in Chin (Lai).

54. A final year BAE and BBA student shall write a research paper in English.
55. Any BTh research paper or MDiv thesis shall be an academic one.
56. Any research paper and thesis shall be graded as a subject.
57. BAE or BBA research shall contain 2500 at least and 3000 words at most.
58. BTh or DipTh research paper shall contain 5000 words at least and 8000 words at most.
59. MDiv or MACS or BRE thesis shall contain 8000 words at least and 12000 words at most.
60. A final year BMin shall write a research paper in Burmes, or in English, or in Chin (Lai), containing 3000 words at least and 5000 words at most.
61. Submission of draft or final stage of research paper or thesis shall be as fixed in the University Calendar.
62. A student failing to submit a research paper or thesis in accordance with the University Calendar shall not be conferred degree.
63. Method for research paper and thesis writing shall be as CCU manual for thesis, research and term papers.
64. There shall be a viva-voce test on research paper or thesis.

MARKS

65. Marks shall be as entered by the Registrar.
66. The fees fixed by the Faculty Council shall be paid on taking transcript.

LIBRARY

67. A student shall attend library according to the library hours given in the curriculum.

68. Three books can be borrowed at a time for two weeks.
69. A student writing thesis/research paper can borrow five books at a time for two weeks.
70. Anyone not returning the book within the time limit shall be fined as fixed by the library concerned.
71. Another book can be borrowed only after turning the borrowed book.
72. No reference book shall be borrowed.
73. In the event of loss or damage of the book borrowed, it shall be replaced, or if it cannot be replaced a double amount of the price shall be charged.
74. Borrowed book shall be turned to the librarian.
75. A graduating student shall turn the book before graduation.
76. Every student shall keep the library regulations.

CHAPTER IV UNIVERSITY LIFE

A. WORSHIP

77. Worship is of most importance for University life and as such
 - a. There shall be daily devotion every morning except Thursday's.
 - b. There shall be vesper service in every Thursday afternoon.
78. Worship program shall be planned by Evangelism and Mission Committee under the Chaplain's guidance.
79. Hostel students also shall have devotion as planned by Spiritual Father or Mother under the Warden's guidance.
80. There shall be short gospel and long gospel tours in accordance with University Calendar.

81. David Van Bik Lecture and Prayer Day shall be held in accordance with University Calendar.
82. Christmas Fun-fete will be held in accordance with University Calendar.

B. STUDENT COUNCIL

83. Student council may be formed in accordance with student council bylaws.
84. All activities of student council shall be approved by the Faculty Council.

C. CHOIR

85. Every student shall participate in the University choir.

D. UNIVERSITY UNIFORM

86. The University shall have a black and white color uniform. Every student shall wear the uniform every Thursday.

E. GROUNDS, BUILDINGS AND PROPERTIES

87. Any student or class wishing to use University grounds, buildings and properties shall get permission from the Faculty Council.

F. HOSTEL REGULATIONS

88. Admission to hostel shall be planned by Dorm Father or Mother under the Warden's guidance.
89. A hostel student may stay at the hostel three days before opening and three days after closing the University.
90. A one-day's meals shall be served before opening and closing of the hostel.
91. A hostel student shall obey hostel regulations.
92. Anyone disobeying hostel regulations shall be expelled from

m the hostel.

93. A Hostel Student

- a. shall perform diligently the task given by the Warden, Dorm Father or Mother or Messing Supervisor.
- b. shall not make noise.
- c. shall, if he or she is out, turn back within the time fixed.
- d. wishing to stay overnight outside the campus shall get permission from the Warden and sign his or her name before the Dorm Father or Mother.
- e. if not present in the hostel, three times without permission, shall be expelled from hostels, and the hostel fees paid shall not be refunded.
- f. shall not smoke, chew khaini or betel. If he or she smokes or chew he or shall be expelled from hostel and the fees paid shall not be refunded.
- g. shall not drink any wine or alcoholic beverage, and if he or she drinks he shall be expelled from hostel.
- h. shall not receive any guest in the hostel.
- i. shall have his or her meals within the mealtime and shall not take the dish out.
- j. shall keep both inside and outside the room clean.
- k. shall, if he or she wishes to quit the hostel, be refunded only a half of the fees he or she paid.
- l. shall be regularly present at the hostel devotion.
- m. shall not, in male-female relationship, behave indecently.
- n. once quitting the hostel shall not be readmitted within the same academic year.
- o. shall not take other's property away without permission.
- p. shall make bed, keep the book and clothes orderly.
- q. shall not play with or move electricity at his will.

- r. No man shall enter women’s hostel, vice versa woman.
- 94. Rules relating to matter not falling under articles 89 shall be made by Wardens and Dean of Students’ Affairs.

G. FINANCE

- 95. Tuition fees and hostel fees (Messing & boarding) shall be as fixed from time to time by the Board of Trustees of CC U.
- 96. Other petty fees, if any, shall be as fixed by the Faculty Council and approved by the Board of Trustees.
- 97. Half of the fees shall be paid on entering the University first semester and another half on entering second semester.
- 98. Tuition fees already paid shall not be refunded.
- 99. The following fees payable to the University shall be paid a t a time or by installment as fixed by the University.

- a. Admission -----
- b. Library -----
- c. Athletic -----
- d. Medical -----
- e. Dorm Necessaries -----
- f. Messing necessities -----
- g. Students council -----
- h. Stationary -----
- i. Hostel -----
- j. Magazine -----
- k. Graduation -----
- l. Tuition -----
- m. Campus -----
- n. Student ID -----
- o. Internet/Wifi -----
- P. Bus Service -----
- q. Endowment -----

- r. Miscellaneous -----
- s. Chin Christian Journal -----

H. UNIVERSITY ACTIVITIES

100. Every student shall participate in University development activities.

I. SPORTS

101. University Sport Day shall be held as fixed in the University Calendar; every student shall participate in it.

J. MISCELLANEOUS

102. Matters not falling under the above regulations shall be decided by the Faculty Council as necessary.