

British Bible School



Applied Biblical Studies Student Handbook

December 2020

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Welcome

We are delighted that you have enrolled as a student of the British Bible School and we trust that our journey together will be both pleasant and productive.

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

The Curriculum

Applied Biblical Studies

The name of the course we offer is *Applied Biblical Studies*.

The modular curriculum enables us to integrate our Extension Class Programmes and Distance Learning Programme, providing both consistency in standards and flexibility for students.

The majority of modules offered are of a textual nature, leading to a fuller understanding of the message of the Bible. Understanding that the Bible is not simply a textbook, missional and devotional applications are made throughout the curriculum.

We aim to cover as much of the Biblical text as is possible. We also offer several introductory and general modules which help supplement the textual content of the course. In keeping with our commitment to mission, a number of new practical modules are being developed as an important part of the curriculum.

Accessing the curriculum

Our Applied Biblical Studies curriculum can be accessed in three ways: Our Extension Class Programme, our Online Extension Programme, and our Distance Learning Programme. Please see our website for more details: <http://britishbibleschool.com/biblical-studies/curriculum>

In order to access the curriculum you will need to first enrol as a student of the British Bible School, and then register for a particular Module. You will find the appropriate forms on the website.

Modules and units

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

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

Modules are assigned a point value according to the minimum number of hours of study required to complete them successfully. The majority of modules are worth 5 module-points which require at least 50 hours of study; and there are 10-point modules which will take you at least 100 hours. The modular system not only ensures consistency within the

curriculum but it also offers considerable flexibility in our provision of study options. Whether you decide to also undertake modules via our Extension or Distance Learning Programmes, you will find the same modular system in place.

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

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

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

Module registration

Once you have enrolled as a student of the British Bible School, you may then register for Modules as they become available. After registering for a Module, you will be assigned a **Module Tutor**. This will often be the one who wrote all or most of the Module and will be available to assist with matters relating to the module you are studying.

Your Module Tutor will:

- be your main point of contact in matters relating to your studies for the Module
- be there to answer questions as they arise and to provide encouragement as you progress with your studies
- work with you to determine provisional deadlines, where appropriate
- arrange with you any tutorial sessions - these might be by telephone, online or face to face if feasible.

Assignments and deadlines

One of the advantages of the sort of structured study we offer is the challenge of additional assignments, intended to encourage students to think more deeply about the subjects being addressed and to provide opportunities for expressing their understanding – both important aspects of the learning process.

Additional assignments will be varied in nature and will include such things as reading, analysis, commenting and short essays/articles, etc. In order to complete all Learning outcomes and attain Module credit towards British Bible School certification, students are expected to complete all additional student assignments, and to do so within a reasonable and agreed time period.

It should be clearly understood that deadlines are primarily for your benefit and that as a part-time student you will not be penalised for late submission. However, if the deadlines set are proving to be unrealistic, your Module Tutor will discuss with you the possibility of revising them to better suit your circumstances.

Assignments by access route

Distance Learning Programme

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

Extension Class Programme

Modules undertaken through our Extension Class Programme require students to attend all sessions. Additional assignments will be issued during the course of the event and appropriate deadlines discussed.

Online Extension Programme

Students registered for modules studied through our Online Extension Programme will be required to attend all weekly sessions. Assignments will generally be issued on a weekly basis along with appropriate deadlines.

Submission of work

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

Unless there are exceptional circumstances, submitted text should be typed and not hand-written.

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

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

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

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

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

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

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

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

By e-mail: study@britishbibleschool.com

By post:

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

Written assignments

In undertaking some assignments, students will be required to write

Abbreviations

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

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

Footnotes and bibliographies

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

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

Please note the following examples:

- Bibliography
 - Northouse, Peter G., *Leadership: Theory and Practice* (Thousand Oaks, California: Sage Publications, 2007)
- Footnote
 - Northouse, *Leadership*, 2007: 188
- Short footnote
 - Northouse, 2007: 346

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

Copyright

All course material is for the private study of the student to whom it is sent and any unauthorised use (or copying) of it or of any part of it may result in the course being terminated.

The remainder of this Handbook is being rewritten to correspond with changes to our programmes.