

AIGS' STUDENT LIFE ON CAMPUS
ORIENTATION FOR NEW STUDENTS

SPRING, 2023



C O N T E N T

1. ACADEMIC & SCHOLARSHIP	1
1.1 Courses & Registration	1
1.2 Scholarship	3
 2. SPIRITUAL LIFE	 7
2.1 Spiritual Retreat	7
2.2 Chapels	7
2.3 Regulation for AIGS Spiritual Life	7
 3. COMMUNITY LIFE	 9
3.1 Registration Card	9
3.2 Medical Insurance	9
3.3 The Regulation of Part-Time Work	10
3.4 Obligation to Report Changes	10
3.5 Dorm Life	11
3.6 AIGS Kitchen	11
3.7 Student Center	11
 4. RESEARCH RECOURSES	 12
4.1 ACTS Library	12
4.2 ATLA Online Library	12
4.3 AIGS Book Bank	12
4.4 Computer Lab	13
4.5 AIGS Homepage	13
4.6 ETC	14
 APPENDIX: Program Schedule Chart	 15

AIGS' STUDENT LIFE ON CAMPUS

ORIENTAION FOR AIGS STUDENTS

1. ACADEMIC & SCHOLARSHIP ¹⁾

1.1 Courses & Registration

1.1.1 Credits and Course Schedule

Course	Semester	Major ²⁾	Elective	Required ⁷⁾	Non-credit but Required	CE or PE	Thesis	Total Required (Min.)
Ph.D.	6	24 cr.	9 cr.	4cr. Academic Writing (2) Research Methodology(2)	2cr. (Foreign Language) ³⁾	CE ⁴⁾	Compulsory	36 cr.
Th.M.+Ph.D.	8	33 cr.	12 cr.	4cr. Academic Writing (2) Research Methodology(2)	2cr. (Foreign Language)	CE	Compulsory	48 cr.
Th.M.	4	15 cr.	6 cr.	4cr. Academic Writing (2) Research Methodology(2)	2cr. (Foreign Language)	PE	Thesis 6 credits or 2 Major Courses (6 cr.)	30 cr.
M.Div.	6	85 cr.	5 cr. or more	-	Bible Exam (360 pt.) ⁵⁾	-	-	90 cr.

1) These are the brief informations. All the notifications will be followed the AIGS Web Pages.

2) See the appendix.

3) Foreign Language Examination

① The Relevant

① Ph.D., Th.M.+Ph.D.

- OT, NT: German or French (choose 1)

- ST, HT, MI: German or French or Latin or the Foreign Language Approve by Committee (choose 1)

② Th.M.

- OT, NT, ST, HT: German or French (choose 1)

② Foreign language examination can be replaced by completion of course.

③ Foreign language examination must be completed before writing a thesis.

4) CE & PE

① CE (Comprehensive Examination)

① Applicant:

- Ph.D. (Those who have completed at least four semesters and earn at least 24 credits)

- Th.M.+Ph.D. (Those who have completed at six semesters and earn at least 36 credits)
 - ③ Examine Range: 4 Majors + 1 Elective (5 subjects)
 - ④ Pass Score: 70 or higher / 100 (for each subject). [If you have a subject fail, must re-exam it.]
 - ⑤ Application Fee: 250,000 won [5 subjects] (50,000 won / subject)
- ② PE (Preliminary Examination)
 - ③ Applicant: Th.M. (Those who have completed at least two semesters and earn at least 15 credits)
 - ④ Exam Range: 1 Major
 - ⑤ Pass Score: 70 or higher / 100
 - ⑥ Application Fee: 30,000 won
- 5) Bible Examination (M.Div. only)

Bible exam is a partial requirement for the degree of Master of Divinity. All the M.Div. students must take the Bible exam in every semester. The Bible Exam portion will be notified in advance to the students for preparation. Every student must pass the exam to be eligible for the graduation. The minimum required marks for the graduation 360 out of 600. In order to achieve minimum marks for the graduation, the student must earn minimum 60 and above marks in every semester.

There will be no re-exam for those who score less than minimum required in each semester. Thus, each exam is an important to accumulate maximum marks.

* Bible Exam Allotment for 2023-2025:

 - Spring-2023 : Genesis ~ 2 Samuel
 - Fall-2023 : Matthew ~ John
 - Spring-2024 : 1 King ~ Psalms
 - Fall-2024 : Acts ~ Philemon
 - Spring-2025 : Proverbs ~ Malachi
 - Fall-2025 : Hebrews ~ Revelation

* Bible Exam for Spring-2023: April 1st 2022 (Friday) at 2:00 p.m.
- 6) Cheating and plagiarism are strictly prohibited. A Student who violate this will be disciplined, and schools will stop paying scholarships.
- 7) “Academic Writing & Research Methodology” (3cr) is separated into “Academic Writings” (2cr) and “Research Methodology” (2cr) from Fall 2022. Therefore, those who did not take “Academic Writing & Research Methodology” (3cr) before should take “Academic Writings” and “Research Methodology”.

1.1.2 Course Registration by on-line (url: in.acts.ac.kr)

AIGS office notifies in advance about the online course registration period.

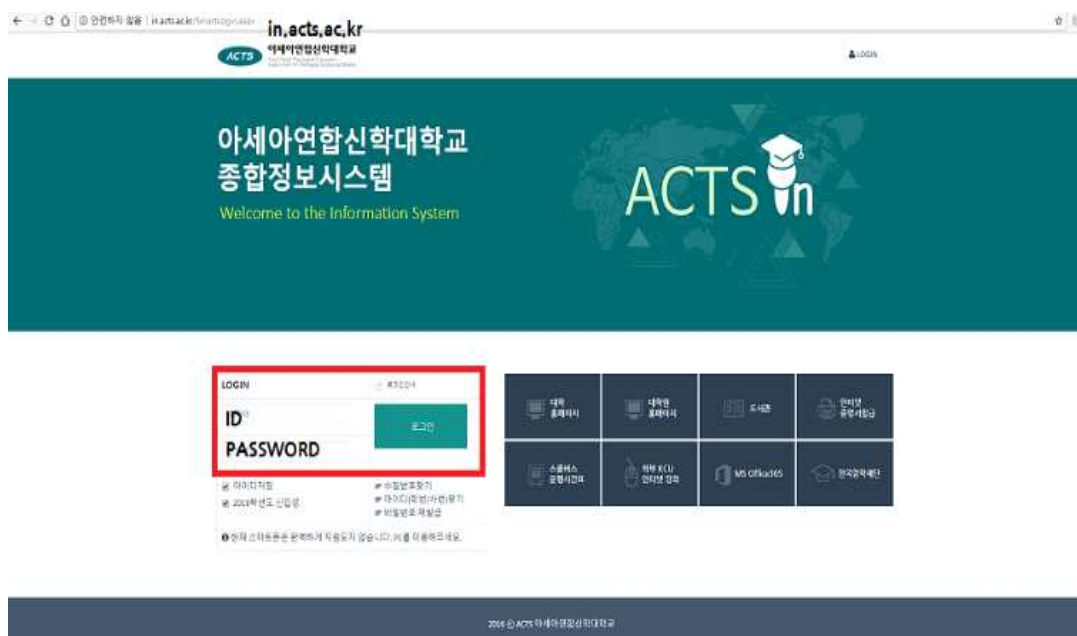
Semester	Description	Enrolled Students	New Students	Returning Students
SPRING	Course Registration	February 1st Week	March 1st Week	March 1st Week
	Course(s) Change/Drop	March 2nd Week	March 2nd Week	March 2nd Week
	Mode of Registration	Online	Online	Online
FALL	Course Registration	August 1 st Week	September 1 st Week	September 1 st Week
	Course(s) Change/Drop	September 2 nd Week	September 2 nd Week	September 2 nd Week
	Mode of Registration	Online	Online	Online

Each student is expected to login into his/her account for registration of course(s) during online registration period at in.acts.ac.kr.

It is student's sole responsibility to check and register his/her credits hours, and major or elective courses. In case of any technical problem(s), student may approach AIGS Registrar's office for further assistance.

* ID: student id

* PW: YYMMDD (initialized, You can change it after log-in.)



1.2 Scholarship

1.2.1 A General Outline of Scholarships

AIGS diligently seeks many ways to provide grants and bursary to all international

students who are in need of financial aid. AIGS arranges ‘ACTS Great Commission Scholarship’ (AGCS) and also provides all enrolled international students with the ACTS Matching Fund (AMF) which covers most of the study expenses. Then this portion of scholarship is fully covered by ACTS that comprises of:

1. Semester’s Study Expenses

No.	Specifics	M.Div.	Th.M.	Th.M.+Ph.D., Ph.D.
1	Tuition	US \$ 3,800	US \$ 4,500	US \$ 5,500
2	Dormitory & Meal Fee	US \$ 3,500	US \$ 3,500	US \$ 3,500
Total		US \$ 7,300	US \$ 8,000	US \$ 9,000

2. ACTS Responsibility & Student’s Responsibility

	Specifics		M.Div.	Th.M.	Th.M.+Ph.D.
ACTS Responsibility	1	ACTS Grant (AGCS)	US \$ 2,800	US \$ 3,500	US \$ 4,500
	2	ACTS Matching Fund (AMF)	US \$ 1,000	US \$ 1,000	US \$ 1,000
	Sub Total		US \$ 3,800	US \$ 4,500	US \$ 5,500
Student's Responsibility	1	Academic Scholarship (Min. GPA 3.0)	US \$ 1,000	US \$ 1,000	US \$ 1,000
	2	16 Hours Work & Study Scholarship	US \$ 1,000	US \$ 1,000	US \$ 1,000
	3	Church Matching Fund (CMF)	US \$ 1,200	US \$ 1,200	US \$ 1,200
	4	Registration Fee (RF)	US \$ 300	US \$ 300	US \$ 300
	Sub Total		US \$ 3,500	US \$ 3,500	US \$ 3,500
Total			US \$ 7,300	US \$ 8,000	US \$ 9,000

* For receiving both the ACTS Grant as AGCS and ACTS Scholarship as AMF, all enrolled international students MUST submit to the AIGS Office in each semester by March 31 and by September 30 (1) the scholarship application form and (2) the each copy of their current bank account book opened in Korea, saying (a) the first page showing student’s name and account information, and (b) the last page showing student’s account balance.

** One dollar applied the exchange rate of 1,000 won in Korean money.
(ie. US \$ 1,000 = 1,000,000 won)

1.2.2 Academic Scholarship

A student who wants to receive a Academic Scholarship shall submit an application for the scholarship. And he/she shall obtain at least G.P.A 3.0 grades in the semester. If a student fails to fulfill the condition and requirements during the semester, he/she will be asked to pay the amount (1,000,000 won) at the end of semester.

1.2.3. 16 Hours Work & Study Scholarship

A student who wants to receive a '16 Hours Work & Study Scholarship' shall submit an application for the scholarship. If a student fails to fulfill this condition and requirement during the semester, he/she will be asked to pay the amount (700,000 won) at the end of the semester.

- After finishing 16 Hours Work, fill the 16 Hours Study & Work check form and get assigned supervisor's signature right after the work.
- Submit the check form to the AIGS office.
- If you want to work the other work that we don't recommend, you MUST get our permission before you start the work.

Place & Work	Work's Description	Day & Time	No. of Person
Library	Arranging Books	Anytime Mon – Fri.	Max. 3 persons
	Data Entry (Need to apply to AIGS Office to arrange the schedule)	Anytime Mon – Fri.	2 persons per day
Cleaning Chapel	Mopping the Floor & Vacuum a Lecture Platform	Mon.~Fri. 9am~5pm excluding Chapel time	A team of 4 persons
Cafeteria	Washing Dishes	Mon.~Fri. 12-1pm & 5-6 pm	First-come First-serve
AIGS Book Bank	Arranging Books	AIGS Office will Announce	Will be notified
Special Events	Helping Staff/Student Body for Preparing School Events	Will be notified	Will be notified
AIGS Kitchen	Manager	Opening Kitchen Time	A team of 2 persons
Taking Pictures	Taking pictures every chapel & sending the file to AIGS office	Every Tuesday & Thursday Chapel and Special Events	1 person
English Box (Student Center)	English Conversion with Korean Students	Classes will be scheduled according to students' availability	About 10 persons
Others	Worship Team A school-approved job		

1.2.4 Church Matching Fund (CMF)

This is the sole responsibility of AIGS students to meet the requirement of the church matching fund (CMF) of \$1,200 or 1,200,000 won per semester. A Student should provide detailed information of the sponsoring church and the responsible person(s) to the AIGS office. Further, the AIGS office will also contact the related church in regard to the church matching fund. However, it is the students' sole responsibility to be in contact with the church to meet the requirement. If you do not have a sponsoring church, you

are to receive help from current students to find a church in Korea to serve on Sundays and to obtain the Church Matching Fund. However, in spite of these effort, if you don't have a sponsoring church, CMF should be paid by you. In the event of failure to pay the CMF, the student's status will be in jeopardy and he/she cannot obtain academic records and cannot obtain a room for the next semester.

1.2.5 Registration Fee (RF)

This is an essential financial requirement for AIGS students. All students should meet the Registration Fee (RF) of \$300 or 300,000 won per semester. The Registration Fee is payable at the responsibility to meet the requirement before the due date. In the event of failure to pay the Registration Fee, the student's status will be in jeopardy and he/she cannot obtain academic records and cannot obtain a room for the next semester.

* Registration Fee's Due Dates

- Registration Fee for Spring

- | | |
|--|-------------|
| • Before April 30 th | 300,000 won |
| • During May 1 st to 31 st | 350,000 won |
| • June 1 st | 400,000 won |

- Registration Fee for Fall

- | | |
|---|-------------|
| • Before October 31 st | 300,000 won |
| • During November 1 st to 30 th | 350,000 won |
| • After December 1 st | 400,000 won |

2. SPIRITUAL LIFE

2.1 Spiritual Retreat

ACTS/AIGS has two main spiritual retreats in a year for Spring and Fall semesters. Each spiritual retreat starts at beginning of the semester. Attendance for all AIGS students is mandatory.

2.2 Chapels

As part of requirements for graduation, students have to attend following chapels per semester.

- Morning Chapels (Dormitory Students): Tue., Wed., Thu., Fri., 6:30 a.m.
- School Chapels: Tue. (Korean) and Thu. (English), 11:50 a.m.

2.3 Regulation for AIGS Spiritual Life

2.3.1. Students must attend worship at the site. The AIGS student has to check attendance at the entrance, and attendance checks on YouTube are not allowed.

2.3.2 The AIGS student must exceed the required score, and if he/she fails, he/she may receive disadvantages such as imposing assignments or suspending scholarships or etc. The required scores will be posted on the bulletin board at the beginning of each semester.

3. COMMUNITY LIFE

3.1 Registration Card

Every student (in general, the student who has D2 VISA [student VISA]) must be issued the Registration Card at the Immigration Office within one month after the class opening. AIGS will help you.

- Preparations for the Registration Card are as below;

- Application for Registration
- Two Photos (3.5cm x 4.5 cm). A color photo taken within 6 month and the background should be white.
- Passport & Passport Copy
- TB test result (if necessary)
- 30,000 won

- Finger Printing: The IO will set the finger printing day.

3.2 Medical Insurance

The Health Insurance is **MADATORY** for all enrolled AIGS International Students. It is required by the Ministry of Education of Korea that every international student **MUST** have a medical insurance. Hence, all new students must prepare their financial resources to support their medical insurance.

All International Students **MUST** sign up for the Korean National Health Insurance Service (NHIS) under our Government regulations from March 2021. Insurance costs will be around 120,000 won per month, and the discount rate of 50% will be applied to international students. So, International students are required to pay about 60,000 won per month. (But, in 2022, the discount rate will be 80% applied. So, the insurance fee will be about 50,000 won a month.)

(<http://www.nhis.or.kr/static/html/wbd/g/a/wbdga0101.html>)

Application Eligibility:	<ul style="list-style-type: none">• <i>Those who have student visa (D-2) can be eligible to apply NHIS right after their arrival in Korea.</i>• Once a foreign resident has National Health Insurance, the resident's spouse and children (under 20 years) can receive the same benefit from the NHIS.
Required Documents	<ul style="list-style-type: none">• Passport• Foreign Registration Card (Alien Registration Card)• Documents that can prove the purpose of stay<ul style="list-style-type: none">• Student (D-2) Visa holder: Student Certificate• Other than Student(D-2) Visa holder: Income Statement

Other Important Information	<ul style="list-style-type: none"> • Foreigners forfeit their health insurance if they travel outside Korea and fail to pay the monthly fee. • Student (D-2) Visa holder's insurance is half the cost of the average of Korean regional membership holders. • Every hospital in Korea accommodates people registered with the NHIS or a private Korean health insurance company.
-----------------------------	---

* For more information on medical insurance, do contact NHIS, Call Center (English consultation) +82-33-811-2000, for Korean consultation 1577-1000.

3.3 The regulation of part-time work for D-2 visa holder

This is JUST simple information about working that students comply, not to recommend it. AIGS students are allowed to work in the church and para-church organizations as their weekend ministry. AIGS students holding D-2 visa must receive approval from the immigration office with intimation to the AIGS office prior to beginning any part-time work. If any student is involving in any kind of part-time work during weekdays MUST be reported to AIGS with a written statement. As I have said above, AIGS students are allowed to work in the church or para-church organizations. Other works are restricted to work due to safety measures. However, students may bring their individual cases to the office for consideration.

If you work without permission, it could have serious consequences. So, be careful.

Type of School	Korean Language Proficiency		Working Hour Limit	
			Weekdays	Weekend / Vacation
Master's / Doctoral Degree Program	Level 4	X	15 hours	
		O	30 hours	No limit

3.4 Obligation to Report Changes

3.4.1 Residence Changes

In case of Home Address Change, Student MUST apply your residence within 14 days at the Immigration office directly. If you don't apply for your changed residence, you will receive the penalty.

3.4.2 Passport Changes Reporting Requirement

In case of Passport Expiration, Student MUST apply the visa renewal information through

www.hikorea.go.kr as below:

- Within 14 days from the date of issue in case the passport is issued in Korea
- Within 14 days from the date of arrival date to Korea in case the passport is issued in one's country
- If you don't apply for your passport changes, you will receive the penalty.

3.5 Dorm Life

The ACTS dormitory has been established along with the history of ACTS while the housing is in need of expansion and renewal to comfortably accommodate overcrowded residents. It reflects the very nature of ACTS, where the international community cohabits together striving to provide a resting place as well as to be a training center with the following emphases:

- Growth and Development in Faith
- Christian Character Development in a Community Living
- Servanthood and Sharing
- Missional Leadership
- Vision Discovery in God

3.6 AIGS Kitchen

AIGS Kitchen has been offering to students to make and eat home food since 2019. Students can be used it continuously if students comply with the regulations.

3.7 Student Center

Sitting highest in the campus, the Student Center overlooks the spectacular scenery, the Han River and surrounding mountains. The Student Center provides ACTS community for activities, meetings, seminars, and counseling.

The sense of community is uplifted with spaces for ACTS Café (Acafe), lounge, fitness center, table tennis, and infirmary. Amphitheater is another feature of the Student Center for mini-concerts and informal gatherings. The Center is open from Monday to Saturday, between 8:00 a.m. and 10:00 p.m.

4. RESEARCH RECOURCES

4.1 ACTS Library

ACTS Library has approximately 110,000 volumes, 200 periodicals, 16,000 theses and dissertations, 15,000 reference books, and other assigned books and newly acquired guideline materials. The library also provides interlibrary services in connection with other Korean theological university libraries, the National Assembly Library, and the National Library of Korea.

For complete information about ACTS Library's timings, how to borrow, return and extension of the borrowed book, see Library User Guide on AIGS homepage notice (Search library). You can find the PDF file and down load it.

(url: <http://lib.acts.ac.kr>)



4.2 ATLA Online Library

ACTS Library has access to a rich body of electronic resources through the American Theological Library Association (ATLA) which offers more than 488,000 journal articles, 215,000 essays from 15,300 multi-author works, and 446,000 book reviews.

4.3 AIGS Book Bank

AIGS operates Book Bank, with the contribution from Elder Jeong Youn-Kuk. It is a kind of rental system that students can borrow textbooks for a semester from the Book Bank which holds at least 2~3 textbooks for each coursework. Each book's rent is 1,500 won per semester. AIGS Book Bank opens for a limited period at beginning of each semester. Hence, students are highly recommended to use the limited time of period to

borrow the books. It is located in the Lecture Building, #209. The opening date & time will be announced at the beginning and the end of each semester.

All books are our school's property. Hence,

- Do not write anything on the book.
- Do not spill drink on the book.
- Do not scratch anything on the book.

If the book gets some damages, you get penalty.

4.4 Computer Lab

ACTS/AIGS has two computer labs for all enrolled students. Students can use them freely during the working hours. All the computers in the lab are connected to internet and free Wi-Fi also available on campus. Printing is available at low-cost charge, 50 won (40 won per paper for Photocopy) per paper through a 'copy card'. Computer labs are located, one at ACTS Library and other one is in the Main Building, #203.



4.5 AIGS Homepage (url: <http://acts.ac.kr/aigs>)

AIGS' homepage contains the all the necessary information regarding university's history & vision, accreditation, admissions, students' life and so on. It's students' sole responsibility to acquire the knowledge of information on homepage. AIGS primarily provides information to students through homepage. Hence, students should check the notice section time-to-time for more updated information and academic announcements.

4.6 ETC

- 1) Check the notice of our homepage several times. (www.acts.ac.kr/aigs)
- 2) Check the AIGS mail box, everyday.
- 3) Submit the official form on time.
- 4) If you need any form that AIGS office makes, do request it before 2 days at least.
- 5) Use ACTS-IN when your personal information is changed.

* ACTS-IN login ► Click 'Profile' ► Click 'Changing info'

- 6) Mobile Student ID card *There is no plastic card.

in.acts.ac.kr - Login - Click 'WebService' - Click 'Mobile Student ID card'

- 7) If you have any further questions, please do not hesitate and ask us as below:

- AIGS Office : 031-770-7812, 7813
- Personal Information : in.acts.ac.kr
- AIGS Group-Chat : KakaoTalk (Student Body)

Appendix (Program Schedule Chart)

1. M.Div. Program Schedule

Year	Spring Semester			Fall Semester			Summer & Winter Intensive Courses
	Code	Course	Credit Hours	Code	Course	Credit Hours	
1 st Year	OT	Old Testament Introduction	3	OT	Pentateuch	3	Elective 4 credits per semester
	NT	New Testament Introduction	3	NT	Gospels	3	
	ST	Theological Prolegomena	3	ST	Doctrine of God & Christology	3	
	MI	Theology of Mission	2	HT	Ancient Church History	2	
		Lang. Greek (I)	3	PT	Evangelism	2	
					Lang. Greek (II)	3	
	EL	(Elective)	2~7	EL	(Elective)	2~7	
	Total Semester Credits		(16~21)	Total Semester Credits		(18~23)	
2 nd Year	OT	Old Testament Theology	3	OT	Historical Books	2	Elective 4 credits per semester
	NT	Hermeneutics	2	NT	General Epistles	2	
	HT	Medieval Church History	2*	ST	Anthropology & Soteriology	3	
	MI	Mission Anthropology	2	HT	Reformation	3**	
		Lang. Hebrew (I)	3	PT	Christian Education	2	
					Lang. Hebrew (II)	3	
	EL	(Elective)	2~7	EL	(Elective)	2~7	
	Total Semester Credits		15~20	Total Semester Credits		16~21	
3 rd Year	OT	Poetical and Wisdom Writings	3	OT	Prophetical Books	3	Elective 4 credits per semester
	NT	Acts and Pauline Epistles	3	NT	New Testament Theology	3	
	ST	Modern Theology	3	ST	Ecclesiology & Eschatology	3	
	HT	Modern Church History	3	PT	Church Planting	2	
	PT	Homiletics	3	PT	Pastoral Care and Counseling	3	
		EL (Elective)	2~7	EL	(Elective)	2~7	
	Total Semester Credits		15~20	Total Semester Credits		16~21	

2. Th.M. Program Schedule

Year	First Semester		Second Semester		Summer & Winter Intensive Courses
	No. of courses	Credits	No. of courses	Credits	
1 st Year	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Foreign Language
	Decision for Thesis Topic		Thesis Proposal		Thesis Research
2 nd Year	Major 2 Non-Major 1 Preliminary Exam	6 3	Thesis (or 2 Majors)	6 6)	
	Thesis Research		Oral Defense & Thesis Submission		

3. Th.M. + Ph.D. Program Schedule

Year	First Semester		Second Semester		Summer & Winter Intensive Courses
	No. of courses	Credits	No. of courses	Credits	
1 st Year	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Foreign Language Intensive Course Mid-Evaluation
2 nd Year	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Foreign Language Intensive Course
3 rd Year	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Major 1 Non-Major 0 Comprehensive Exam	3 0	Intensive Course
	Thesis Proposal		Thesis Research		
4 th Year	Major 0 Non-Major 0	0 0	Dissertation		
	Thesis Research		Oral Defense & Dissertation Submission		

4. Ph.D. Program Schedule

Year	First Semester		Second Semester		Summer & Winter Intensive Courses
	No. of courses	Credits	No. of courses	Credits	
1 st Year	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Foreign Language Intensive Course
2 nd Year	Major 2 Non-Major 1 Biblical Language: No Credits	6 3	Major 2 Non-Major 1 Biblical Language: No Credits Comprehensive Examination	6 3	Foreign Language Intensive Course
			Thesis Proposal		
3 rd Year	Major 0 Non-Major 0	0 0	Major 0 Non-Major 0	0 0	
	Thesis Research		Oral Defense & Dissertation Submission		