



Tyrannus Online Seminary (TOS)

Student Academic Handbook

28 June 2026

PART 1: PROGRAMMES OFFERED

1. Certificate in Theology (CertTh)

The goal of the Certificate in Theology is to enable graduates to demonstrate foundational proficiency in biblical knowledge, theological understanding, and ministry awareness. This programme focuses on equipping learners with essential tools for personal spiritual growth, basic biblical interpretation, and introductory engagement in Christian service.

- Entrance Qualification: Successful completion of 11 years of formal schooling and demonstrable proficiency in the language of instruction of the courses offered.
- Applicants aged 25 and above who have not completed the required years of schooling or who do not meet the language proficiency requirement may apply to the Dean for exemption.
- Students enrolled in this programme must complete a total of 36 credit hours.
- Students must achieve a minimum GPA of 1.30 in order to graduate.

2. Diploma in Theology (DipTh)

The goal of the Diploma in Theology programme is to build upon the Certificate level by deepening biblical engagement, expanding systematic theological understanding, and developing an awareness of church history. This programme aims to prepare learners for lay leadership and ministry support roles within the church and Christian organisations.

- Entrance Qualification: Successful completion of 11 years of formal schooling and demonstrable proficiency in the language of instruction of the courses offered.
- Students enrolled in this programme must complete a total of 72 credit hours.
- Students must achieve a minimum GPA of 2.00 in order to graduate.

3. Bachelor of Theology (BTh)

The goal of the Bachelor of Theology programme is to develop graduates who are theologically grounded, biblically literate, and practically equipped for pastoral leadership, theological instruction, or advanced theological studies. This programme fosters the integration of theology, church history, and ministry through comprehensive and critical

engagement.

- Entrance Qualification: Successful completion of 11 years of formal schooling and demonstrable proficiency in the language of instruction of the courses offered.
- Students enrolled in this programme must complete a total of 120 credit hours.
- Students must achieve a minimum GPA of 2.30 in order to graduate.

4. Graduate Diploma in Ministry (GradDipMin)

The goal of the Graduate Diploma in Ministry graduate is to develop foundational theological competence and practical ministry skills for effective Christian service and leadership. This programme is designed to provide graduate-level ministry training for those preparing for pastoral, church, mission, or parachurch ministry.

- Entrance Qualification:
 - Earned a Bachelor's degree from a recognised institution.
 - Proficiency in the language medium of the courses offered.
 - In special cases, mature candidates aged 30 and above who have not completed a Bachelor's degree may be admitted upon successful completion of a qualifying assessment.
- Students opting to do this course have to fulfil 30 Credit Hours.
- The GPA expected to be achieved in order to graduate is 2.30.

5. Graduate Diploma in Theology (GradDipTh)

The goal of the Graduate Diploma in Theology graduate is to develop advanced biblical and theological understanding for ministry, teaching, and further graduate theological studies. This programme provides graduate-level theological foundations while strengthening biblical interpretation, doctrinal reflection, and ministry application.

- Entrance Qualification:
 - Earned a Bachelor's degree from a recognised institution.
 - Proficiency in the language medium of the courses offered.

- In special cases, mature candidates aged 30 and above who have not completed a Bachelor's degree may be admitted upon successful completion of a qualifying assessment.
- Students opting to do this course have to fulfil 30 Credit Hours.
- The GPA expected to be achieved in order to graduate is 2.30.

6. Master of Christian Studies (MCS)

The goal of the Master of Christian Studies graduate is to become a mature Christian leader who possesses advanced biblical, theological, and ministry knowledge and is equipped for effective service in the church and society. This programme integrates biblical studies, theology, church history, and ministry practice while cultivating critical thinking, spiritual formation, and Christian leadership.

- Entrance Qualification:
 - Earned a Bachelor's degree from a recognised institution.
 - Proficiency in the language medium of the courses offered.
 - Applicants without prior theological studies may be required to complete bridging courses as determined by the Academic Committee.
 - In special cases, mature candidates aged 30 and above who have not completed a Bachelor's degree may be admitted upon successful completion of a qualifying assessment.
- Students opting to do this course have to fulfil 60 Credit Hours.
- The GPA expected to be achieved in order to graduate is 2.70.

7. Master of Divinity (MDiv)

The goal of the Master of Divinity graduate is to become a biblically grounded, theologically mature, spiritually formed, and ministry-skilled servant leader prepared for pastoral ministry, church planting, missions, theological education, and other forms of Christian leadership. This programme provides comprehensive preparation for vocational ministry through the integration of biblical studies, theology, church history, pastoral ministry, spiritual formation, and supervised ministry experience.

- Entrance Qualification:
 - Earned a Bachelor's degree from a recognised institution.
 - Proficiency in the language medium of the courses offered.
 - Applicants without prior theological studies may be required to complete bridging courses as determined by the Academic Committee.
 - In special cases, mature candidates aged 30 and above who have not completed a Bachelor's degree may be admitted upon successful completion of a qualifying assessment.
- Students opting to do this course have to fulfil 90 Credit Hours.
- The GPA expected to be achieved in order to graduate is 2.70.

PART 2: STUDENT AFFAIRS

1. ADMISSION AND ACADEMIC ISSUES

1.1 Admission Requirements

1.1.1 All applicants must:

- have SPM minimum Grade 2
- be Christians in good standing with their churches
- submit a letter of recommendation from local church pastor
- have proficiency in the language necessary for the course (English or Chinese)

1.1.2 Non-matriculated Student:

Applicants who do not meet the formal academic requirements but are 25 years or older may be considered for admission as mature-age students. Admission is based on:

- Minimum of two years of working experience
- Three years of ministry experience,
- A pastoral reference with evidence of capacity to engage in theological studies.

1.1.3 Non-matriculated students may enroll for up to 9 credits. Further study requires formal program admission.

1.2 Church Endorsement and Conduct

1.2.1 All students must maintain ongoing spiritual oversight from their home church. Any change in church affiliation must be reported to the Dean of Students.

1.2.2 Students are expected to uphold a lifestyle consistent with Christian ethics and the spiritual values of TOS.

1.3 Class attendance

As an online seminary, TOS offers asynchronous courses through our Learning Management System (LMS), in addition to synchronous learning through Zoom.

1.3.1 Synchronous mode

For students taking a credit course, the following policy applies regarding class attendance during the synchronous Zoom classes conducted on a weekly basis:

- Total Points: 10 marks are allocated for class attendance.
- Course Duration: 10/12 weekly Zoom sessions depending on particular programme.
- Attendance Requirement: Mandatory, even though recordings are available.
- Permitted Absences: 2 sessions (without penalty).

1.3.2 Valid grounds for absence

Students exceeding two (2) absences must provide justification of one of the following reasons:

a. Medical:

- *Personal Illness*: Must provide a doctor's letter of medical certificate of leave as evidence.
- *Emergencies*: Hospitalisation for major illness or sudden surgery (e.g., appendicitis).
- *Caregiving*: Taking a sick family member for hospital treatment.

b. Family:

- *Bereavement*: Attendance at a funeral or bereavement ceremony for a family member.

c. Work:

- *Travel/Duty*: Travel or unavoidable work conflicts on class days; the student must produce an official letter from the employer.

1.3.3 Penalties for unjustified absence

If a student misses more than the two (2) permitted sessions without a valid excuse, marks are deducted as follows:

Absence Number	Penalty
3rd Absence	-2 points
4th Absence	-4 points
5th Absence	-6 points

1.3.4 Special cases

For absence outside the above grounds, students must seek approval from the Dean of Studies. Approval is at the Dean's discretion.

1.3.5 Asynchronous mode

- Students can register at any time, and will have full access to the courses after paying the required fees.
- Students taking the online courses for credit have to submit their written assignments through the LMS.
- An instructor will be assigned to mark the written assignments, and to address any outstanding issues pertaining to the chosen course of study.

1.4 Registration, Fees and Bursary

Course registration must be completed via the TOS LMS student portal by the published deadlines.

1.4.1 Full tuition payment is required at the time of registration. Students with outstanding fees may be denied access to courses or assessments.

1.4.2 Refund Policy: TOS does not offer refunds for course withdrawals. However, if a student withdraws before the second-class session, the paid course fee may be credited

toward a future course, subject to approval by the Academic Office.

1.4.3 One-time Registration fee for Credit Student: RM 125/ USD 30

Bibliotech (eLibrary) Subscription per student per year: RM 85/US 20

1.4.4 Bursary

- Students who have difficulty with the Course Fee may contact the Principal to receive help from the TOS Bursary/Dean of Students.
- Bursary help is evaluated on a case-by-case basis by the Principal or the Dean

1.5 Academic Integrity

1.5.1 Academic honesty is foundational to theological education. All students are expected to complete assessments with integrity. Acts of academic misconduct include, but are not limited to:

- Plagiarism (using someone else's work or ideas without proper acknowledgment)
- Collusion (unauthorized collaboration with others)
- Falsification of data or sources
- Submitting work that is not one's own
- The unapproved use of generative Artificial Intelligence (AI) tools in assessments

1.5.2 Plagiarism

Plagiarism is a serious offence in academic research and writing; and in TOS we want to inculcate an awareness and the necessary discipline to write with proper citations. However, undergraduates sometimes lack the needed proficiency, leading to unintentional plagiarism and incorrect citation. It is our policy to correct this by taking matters up with the students as the first course of action and not to fail a student at the first instance. In cases of habitual plagiarism, the student should be reported to the Academic Dean for disciplinary action.

1.5.3 The Use of Artificial Intelligence (AI)

The use of AI to help do assignments is an expected practice now and in the future. As

such, this matter must be raised to students proactively. An assignment that is generated from AI and presented verbatim is not acceptable and is culpable for failure if discovered. AI can be used to help in the writing and refining of assignments but the synthetical work should be done by the student after he has processed all information from different resources, including information generated from AI.

Some proactive steps to detect AI generated work submitted by students are:

- Give an on-the-spot short writing assignment to students at the beginning of the course (50-100 words) that is done on Google Docs synchronously in a limited time. If on-site or face-to-face real-time writing, it is best submitted in handwritten form. This will be used as a base-line reference to the student's writing style and language capability.
- Not prohibiting the use of AI but stipulating clearly upfront the following guidelines to students:
 - o Understand the Assignment: Make sure you comprehend the requirements and learning objectives of the assignment before using AI tools.
 - o Use AI as a Tool, not a Substitute: AI can assist with research, data analysis, and generating ideas, but the final work should reflect your understanding and effort.
 - o Cite Sources Properly: Students may use an AI tool for initial exploration of a topic. In this case, the tool's name and usage must be acknowledged in the assignment.
 - o If you use AI-generated content or insights, cite them just as you would any other source to give credit and avoid plagiarism.

Acknowledging AI use:

If AI is used under one of the above conditions, the following format must be added after the "Works Cited" section in the assignment document:

Use of AI

Initial research conducted using [AI tool name] on [date(s)]. [AI tool name] was used to [briefly describe purpose].

Example: Use of AI

Initial research conducted using ChatGPT4 on 23 and 25 September 2023.

ChatGPT4 was used to identify scholarly perspectives on the historicity of Adam.

- o Review and Edit: Even if AI helps draft some content, always review and revise it to ensure clarity, coherence, and alignment with assignment requirements.
Furthermore, the writing should reflect your thinking, conclusions, and style.
Generally, the language used should align with your level and standard of language capabilities (not exceeding it entirely which would indicate an insincere submission of work).
- o Seek Clarification: If uncertain, ask your instructor about the appropriateness of using AI tools for specific assignments.
- o Learn from AI: Use AI experiences to deepen your understanding of the subject matter, not just to complete tasks.
- o Exercise integrity before the Lord: Such integrity in submitting assignments is vital for moral and ethical values that reflect our belief in doing all things for the glory of God. “Whatever you are doing, work at it with enthusiasm, as to the Lord and not for people.” (Colossians 3:23).
- Give examples of inappropriate use of AI to clarify if students ask specifically.
- Just like in the case of plagiarism, correction and reform is the desired end in cases of inappropriate use of AI. Such cases should be reported to the Dean of Studies and tracked by him or her. Where unapproved AI usage is suspected, TOS reserves the right to request evidence of the assignment development process (e.g., document history or draft revisions). Failure to comply may result in academic penalties or disciplinary action, including failing the assessment or suspension.

1.6 Consequences of Academic Misconduct

1.6.1 Detection & Remediation Process

When an assignment is suspected of academic misconduct (e.g., plagiarism or unauthorized AI use), the following steps apply:

1) Flag and Notify

- The assignment is identified and formally flagged for review.
- The facilitator notifies the student of the concern.

2) Counselling

- The facilitator meets with the students to explain the nature of the issue, review relevant sections of the Student Handbook, and outline expectations.

3) Opportunity to Remedy

- The student is given one chance to revise and resubmit the assignment within a defined timeframe (normally within the same term).
- Lecturers should ensure they have received the Handbook orientation on handling misconduct and understand the grading implications.

4) Downgrade to Audit

- If the student fails to produce a satisfactory revision, the course registration is downgraded to an audit status (no credit earned).

5) Retake Option

- Once the student has fulfilled all remedial requirements, they may retake the course for credit in a subsequent term.

1.6.2 Offence-Based Sanctions

Sanctions escalate based on the number of confirmed offences (counted cumulatively over the student's programme).

First Offence	Formal written warning Opportunity to revise without grade penalty (per 1.6.1)
Second Offence	Suspension from all studies for two terms (approximately eight months)
Third Offence	Termination of enrolment in the current programme of study

1.7 Student Grievance Policy

- Students who egregiously violate the Student Code of Conduct (1.10) or have acted in a way that brought or threatens to bring disrepute to the name of TOS, will be dismissed, summarily if necessary, and any remaining fees will not be returned.
- Students with any other grievance must write to the Student Counsellor or Dean of Students, first stating their case as precisely as possible.

1.8 Library

- There is an on-site library with about 8,000 books both in English and Chinese. It is open to the public and usage is free.
- There is an E-Library being set up. Links to e-books in English, Chinese and BM can be found in TOSLMS website.
- Students can access BiblioTech e-Library and will be charged RM 85/US 20 on an annual basis at the start of their program. There are 500 core and 100 selected books curated across all theological subjects for the students. Users can use the program in the app to translate from English to Chinese and BM. Please refer to <https://bibliotechsl.com/> for more details.

1.9 Accreditation

TOS has been granted a full accreditation by ATA for the three different programmes: Certificate of Theology, Diploma of Theology, and Bachelor of Theology.

1.10 Student Code of Conduct

TOS believes that the decisions we make reflect our values we cherish for our Lord Jesus Christ, that is, we are at all times motivated by RESPECT, HUMILITY, and KINDNESS. As such students are expected to comply with all TOS policies, rules, and regulations; and seek clarification if necessary. TOS Student Code of Conduct includes:

- 1.10.1** Students are expected to uphold the highest standards of academic integrity. Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated.
- 1.10.2** Students are allowed to use generative information technology (i.e. AI or “artificial intelligence”) in a responsible manner to aid in their education. However, students are not to pass off a generated text as their own.
- 1.10.3** Students should communicate respectfully with their peers, instructors, and staff. Any form of harassment, bullying, discrimination, or disrespect will not be tolerated. When in class, the student must have the camera switched on.
- 1.10.4** Students should strive to embody the values of the Christian faith, including love, compassion, honesty, and humility in their everyday conduct. This includes appropriate language, attire, and behaviour in social media.
- 1.10.5** Students are expected to respect the confidentiality of others. They must not disclose any confidential or personal information of fellow students, faculty, or staff, without their explicit consent.
- 1.10.6** Students are expected to attend and participate in all class sessions and complete all assigned work on time. Students are to be punctual, meet deadlines, and respond to emails in a timely manner. Any unexcused absences or incomplete work will negatively impact their grades.
- 1.10.7** TOS values diversity and inclusivity. Students should respect and appreciate the diversity of cultures, beliefs, and opinions within TOS community. Discriminatory behaviour based on race, gender, denomination, physicality, or any other personal characteristic will not be tolerated.

1.10.8 Students are expected to use communication technology responsibly and for legitimate purposes only. They may not engage in activities that are illicit, unethical, or in any way endanger the technological and information infrastructure of TOS.

1.10.9 Students are expected to respect the property of TOS, including physical property and intellectual property. They must not damage, steal, or use any seminary property without proper permission.

1.10.10 Violations of this Code of Conduct may result in disciplinary inquiry. The nature and severity of the violation will determine the appropriate course of action to be taken which may include expulsion from TOS

2. Academic Assessments

2.1. Assignment submission and extension

The requirements below only apply to synchronous learning mode:

- Assignments must be submitted by due dates via the LMS.
- Extension requests must be submitted via email to the instructor and CC-ed to the Academic Office. All assignments must be submitted before the next term begins.
- Assignments submitted after the due date can be accepted for up to two (2) weeks, with late penalties applied. Submissions after four (4) weeks of the due date will not be graded.

2.2. Assessment scheme

Lecturers may use a variety of methods to assess student performance and apportion marks accordingly. The following is an example assessment scheme:

Component	Description	Weight
Attendance & Participation	Presence in online sessions, active engagement in forums, timely submissions	10%
Weekly Reflections	A 300-word reflection after each session (10 reflections)	30%
Academic Paper / Project	A research paper of around 2,000 to 3,000 words. Depending on the course, this could be an exegetical paper, a theological essay, or applied ministry project.	40%
Book Review / Quiz	1,000–1,800-word book review or thematic quiz.	20%
Total		100%

3. Taking a course

3.1. Course grade and Grade Point Average (GPA)

Grade	Percentage	GPA	Description
A	95–100	4.0	Excellent
A–	90–94	3.7	Very Good
B+	85–89	3.3	Good
B	80–84	3.0	
B–	75–79	2.7	
C+	70–74	2.3	Satisfactory
C	65–69	2.0	
C–	60–64	1.7	
D+	55–59	1.3	
D	50–54	1.0	Pass
F	0–49	0.0	Fail

Additional Grade Symbols:

- P: Pass (non-GPA)
- S: Satisfactory
- AU: Audit
- W: Withdrawal
- WF: Withdrawal-Fail

3.1. Issues that could result in a “Fail” grade:

- Failing to attend six (6) or more classes in the course will result in withdrawal.
- Submitting someone else’s work as their own.
- Not submitting the required assignments.
- Breaching the Student Code of Conduct during class.
- Plagiarism, wholly or partly, of works belonging to others.

3.2. GPA and academic standing

3.2.1. Minimum GPA requirements for graduation:

- Certificate: $\text{GPA} \geq 1.3$
- Diploma: $\text{GPA} \geq 2.0$
- Bachelor: $\text{GPA} \geq 2.3$

Students falling below the required GPA will receive academic probation status.

3.2.2. Repeat courses and GPA improvement:

- Students may repeat a course once to improve their GPA (maximum 5 courses).
- Both attempts appear on the transcript and factor into the cumulative GPA.

3.3. Audit and course status change

- Students may choose to audit a course during registration. Audit students must attend at least two-thirds of sessions to receive an “AU” grade.
- Changes from credit to audit must be requested in writing to the Academic Dean before the final assignment due date.
- Students unsure whether to take a course for credit or audit may attend the first session to decide. Their status must be confirmed and payment made immediately after that session.

Note: For asynchronous learning, students will have to decide beforehand whether they would be doing audit or credit when they register for a particular course. Once payment is made, the entire course content will be available to the students. Change of course status is not relevant for the asynchronous learning mode.

3.4. Withdrawal: Withdrawal from a course is allowed within the first two weeks of the commencement of the course. Students must communicate such a decision to the Dean of Studies to qualify for a refund. They may re-sit for any courses that they have withdrawn from earlier.

4. Field Education

Field Education (FE) is an important component in the TOS Curriculum to train students for Christian ministry. The TOS FE Director will assign the student to a local church where he/she comes under the supervision of an FE Supervisor (usually the pastor or a representative from the church). The FE supervisor will mentor the student in developing practical ministry skills in the context of a local church.

4.1. Objectives of the FE module:

- Help the student to reflect on his/her experience working in the local church during the duration of the FE training.
- Learn to integrate intellectual knowledge with practical ministry skills.
- Test and affirm one's calling to ministry.
- Learn to be aware of one's weaknesses and strengths.
- Develop healthy working relationships with others in the pastoral team.
- Develop useful ministry skills like preaching, teaching, counselling, and pastoral visitations.

4.2. FE Requirements:

When a student is sent out for his/her weekend training, they are required to serve between 10-12 hours a weekend in the local church for a total of 12 weekends. If a student finds that he/she is required to do more than the stipulated hours, the FE Director should be notified immediately to resolve the matter with the FE supervisor.

At the first meeting, the student and the FE supervisor will map out the goals that the student hopes to achieve at the end of the FE training. The goals may include the following:

In the First Year:

- Teach in Sunday school.
- Weekly ministry with Youth Fellowship.
- Attachment to a Cell Group with responsibilities of leading/teaching a weekly Bible

Study.

In the Second Year:

- Learn to do pastoral and hospital visitations with pastor or pastoral care team.
- Assist the pastor in some pastoral role ministry like leading worship, Holy Communion, baptism or dedication, funeral, house dedications, weddings, and evangelistic meetings.

In Third Year:

- Occasional preaching from the pulpit.
- Assist the pastor to conduct leadership or ministerial training seminars.
- Assist in ministry in the church's outreach work or preaching point.
- Attachment to a Christian NGO for specialized training in social work, prison ministry, drug rehabilitation, special needs.

The local church or ministry that the student is serving will agree to reimburse the student for travelling, food, and pocket money for the whole 12-week duration.

During the 12-week training, the student will meet with the FE supervisor at least four (4) times to evaluate and reflect on the training.

4.3. FE Evaluation and Grading

At the end of the training, the local FE supervisor will fill a feedback form of the student he/she had supervised and return to the FE Director. The student will also write and submit a report around 3,000 words to the FE Director. The student's report should consist of the following items:

- Ministry goals/tasks accomplished.
- Lessons learnt from FE placement.
- Theological reflections arising from the FE training.

Thereafter, the FE Director will liaise with the student to go over the feedback form from the FE supervisor and the student's report to evaluate the learning process. The FE Director will grade the student's FE course based on the quality of the student's

report, the outcome of the local supervisor's feedback, and whether the course objectives are met satisfactorily. The Academic Office will be notified of the student's completion of the FE course and the associated credit hour will be awarded.

5. Transfer of credit hours

- The transferring students should be of good standing in character in the previous institution by obtaining a letter of endorsement from the Dean of Students of that institution.
- To transfer credits from another theological institution to TOS, the course taken there should be from an accredited institution.
- Credit Hours gained from ATA accredited Courses from other institutions may be accepted at TOS up to a maximum of 40% of the total Credit Hours of the Programme applied at TOS.
- The transference of Credit hours from another institution should be from courses undertaken within the last five (5) years.
- The Academic Committee will evaluate the equivalency of the courses from another institution by examining the course syllabus and the number of credit hours assigned to a particular course.

6. Exemption of credit hours

- Mature Students refer to those who have successfully completed three years of service of either (a) as a pastor; (b) as a church-planter; (c) as a missionary; (d) in a teaching position; or (e) as a worker in a para-church organisation. Such candidates must be at least 25 years of age and must submit a written report of their ministry.
- Mature Students may apply for a reduction of a total of 30 credit hours. This exemption only applies to students taking the Bachelor of Theology programme.
- *Students from distressed regions:* Candidates who are affected by war, political instability, persecution, natural disaster, poverty, or lack formal education may

apply for special dispensation. Such candidates will be interviewed and must record an oral submission or submit a report in their native language to qualify them as a “matured student.”

7. Miscellaneous

7.1. Programme completion time

All coursework for TOS programmes must be completed within:

- Certificate/Post-graduate Diploma: 3 years.
- Diploma/Master of Christian Studies: 6 years.
- Bachelor’s Degree/Master of Divinity: 8 years.

7.2. Graduation requirements

Graduation applications must be submitted two months prior to graduation. Students must:

- Complete all required credit hours of the programme applied.
- Meet the GPA requirement.
- Satisfy Field Education and character references.

7.3. appeals and academic review

- Grade appeals must be first addressed to the course instructor.
- If unresolved, a formal written appeal may be submitted to the Academic Committee within three (3) months of grade release.
- Appeals must include all relevant documentation.
- Decisions of the Academic Committee are final.

This policy is reviewed annually to ensure alignment with academic best practices and ATA standards.

PART 3: RESOURCES FOR WRITING ASSIGNMENTS

1. Abbreviations

General

Old Testament	OT
New Testament	NT
Hebrew Bible	HB
Septuagint	LXX
Masoretic Text	MT
Dead Sea Scrolls	DSS

Old Testament

Genesis	Gen	Ecclesiastes	Eccl
Exodus	Exod	Song of Songs	Song
Leviticus	Lev	Isaiah	Isa
Numbers	Num	Jeremiah	Jer
Deuteronomy	Deut	Lamentations	Lam
Joshua	Josh	Ezekiel	Ezek
Judges	Judg	Daniel	Dan
Ruth	Ruth	Hosea	Hos
1 Samuel	1 Sam	Joel	Joel
2 Samuel	2 Sam	Amos	Amos
1 Kings	1 Kgs	Obadiah	Obad
2 Kings	2 Kgs	Jonah	Jonah
1 Chronicles	1 Chr	Micah	Mic
2 Chronicles	2 Chr	Nahum	Nah
Ezra	Ezra	Habakkuk	Hab
Nehemiah	Neh	Zephaniah	Zeph
Esther	Esth	Haggai	Hag
Job	Job	Zechariah	Zech
Psalms	Ps (Pss)	Malachi	Mal
Proverbs	Prov		

New Testament

Matthew	Matt	1 Timothy	1 Tim
Mark	Mark	2 Timothy	2 Tim
Luke	Luke	Titus	Titus
John	John	Philemon	Phlm
Acts	Acts	Hebrews	Heb
Romans	Rom	James	Jas
1 Corinthians	1 Cor	1 Peter	1 Pet
2 Corinthians	2 Cor	2 Peter	2 Pet
Galatians	Gal	1 John	1 John
Ephesians	Eph	2 John	2 John
Philippians	Phil	3 John	3 John
Colossians	Col	Jude	Jude
1 Thessalonians	1 Thess	Revelation	Rev
2 Thessalonians	2 Thess		

Apocrypha and Septuagint

Baruch	Bar
Additions to Daniel	Add Dan
Prayer of Azariah	Pr Azar
Bel and the Dragon	Bel
Song of the Three Young Men	Sg Three
Susanna	Sus
1 Esdras	1 Esd
2 Esdras	2 Esd
Additions to Esther	Add Esth
Epistle of Jeremiah	Ep Jer
Judith	Jdt
1 Maccabees	1 Macc
2 Maccabees	2 Macc
3 Maccabees	3 Macc
4 Maccabees	4 Macc
Prayer of Manasseh	Pr Man
Psalms 151	Ps 151
Sirach/Ecclesiasticus	Sir

Tobit	Tob
Wisdom of Solomon	Wis

Other Abbreviations

e.g.	exempli gratia – for example		
i.e.	id est – that is		
i.a.	inter alia – among other things		
op. cit.	opera citato – (in) the work cited		
CE	Common Era (Amino Domini, i.e. Year of the Lord)		
BCE	Before Common Era (Before Christ)		
cf.	compared with (cf. Deut 23:4 means “compared with Deut 23:4”)		
Col 1:3b	b stands for the 2nd part of Col 1:3		
ms / mss	manuscript / manuscripts		
c.	circa	d.	Year of death
e.	Early	Gk.	Greek
m.	Middle	Heb.	Hebrew
l.	Late	Arm.	Aramaic
C.	Century	Arb.	Arabic
b.	Year of birth		

2. Formatting of assignment

2.1. General:

- Paper size: A4 paper.
- Margins: At least 1 inch.
- Line spacing: 1.5 (single spacing for quotations and footnotes).
- Font type: Times New Romans or Calibri.
- Font size: 12pt for main text; 10pt for footnotes.

2.2. Title page:

- Title in full (and sub-title if available).
- The full name of the student.

- The name of the course.
- The name of the lecturer.
- Programme (e.g., Bachelor of Theology; Master of Divinity).
- Seminary: Tyrannus Online Seminary
- Word count.
- Date of submission.

Title: Deuteronomy 6: Memory as the Basis for Loyalty

Student Name: Hannah Masako

Course: The Book of Deuteronomy

Lecturer: Dr. Phillips Koh

Programme: Bachelor of Theology

Seminary: Tyrannus Online Seminary

Word Count: 2,500

Date of Submission: 4th January 2026

3. Using secondary resources

3.1. Footnotes and quotations:

- Sources consulted in an essay should be cited in footnotes. Footnotes are indicated in the text by Arabic numerals placed as superscripts. Wherever possible, footnote markers should be placed at the end of a sentence.
- Quotations must reproduce the original text exactly, including wording, spelling, capitalisation, and punctuation. Short quotations should be incorporated into the main text and enclosed within quotation marks; while quotations consisting of five or more lines should be presented as block quotations. These should be indented 0.5 inches from the left margin, single-spaced, and set without quotation marks.

3.2. Turabian/Chicago style of notes and bibliography:

TOS uses the Turabian/Chicago style for notes and bibliography. A citation quick guide can be found at: <https://www.chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.html>.

3.2.1. Citing a book by a single author:

In the footnote:

³ Leon Morris, *Luke: An Introduction and Commentary*, Tyndale New Testament Commentaries (Downers Grove, IL: InterVarsity Press, 1988), 261.

In subsequent reference:

²² Morris, *Luke*, 180–185.

In Bibliography:

Morris, Leon. *Luke: An Introduction and Commentary*. Tyndale New Testament Commentaries. Downers Grove, IL: InterVarsity Press, 1988.

3.2.2. Citing a book by two or three authors:

In the footnote:

⁸ Tremper Longman III and Raymond B. Dillard, *An Introduction to the Old Testament*, 2nd ed. (Grand Rapids, MI: Zondervan, 2006), 55.

In subsequent reference:

¹⁶ Longman and Dillard, *Introduction to the Old Testament*, 90.

In Bibliography:

Longman, Tremper III, and Raymond B. Dillard. *An Introduction to the Old Testament*. 2nd ed. Grand Rapids, MI: Zondervan, 2006.

3.2.3. Citing a book by four or more authors:

In the footnote:

² Jaroslav Pelikan et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: University of Toronto Press, 1964), 109.

In subsequent reference:

¹⁸ Pelikan, *Religion and the University*, 115.

In Bibliography:

Pelikan, Jaroslav, M. G. Ross, W. G. Pollard, M. N. Eissendrath, C. Moeller, and M. Wittenberg. *Religion and the University*. York University Invitation Lecture Series. Toronto: University of Toronto Press, 1964.

3.2.4. Citing a book where the author is the editor:

In the footnote:

⁵ John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 19–20.

In subsequent reference:

¹⁰ D'Agata, *American Essay*, 48.

In Bibliography:

D'Agata John ed. *The Making of an American Essay*. Minneapolis: Graywolf Press, 2016.

3.2.5. Citing a chapter in a book where the author is not the editor:

In the footnote:

¹ Karen H. Jobes, "Esther," in *A New English Translation of the Septuagint*, edited by Albert Pietersma and Benjamin G. Wright (Oxford: Oxford University Press, 2007), 424–440.

In subsequent reference:

⁸ Jobes, "Esther," 430.

In Bibliography:

Jobes, Karen H. "Esther." In *A New English Translation of the Septuagint*, edited by Albert Pietersma and Benjamin G. Wright, 424–440. Oxford: Oxford University Press, 2007.

3.2.6. Citing an article in a journal:

In the footnote:

¹⁶ Zhang Xinyu, "The Formation of Israelite Identity in the Book of Chronicles," *Tyndale Bulletin* 75 (2024): 175–178.

In subsequent reference:

⁸ Zhang, "Formation of Israelite Identity," 177.

In Bibliography:

Zhang, Xinyu. "The Formation of Israelite Identity in the Book of Chronicles." *Tyndale Bulletin* 75 (2024): 175–178.

4. Online Resources

4.1 There are many online resources available, and students are urged to evaluate the reliability of the information they are getting.

4.2 Always acknowledge all online resources. See the citation of online resources.

4.3 Some institutions do provide legitimate resources free. These include:

(a) <https://archive.org/>

(This is a library of books in public domain useful for researches into older periods in history. Students may register to borrow some more recent read-only books.)

(b) <https://gutenberg.org/>

(An early repository of books worldwide and later collaborator with Internet Archive. A good place to look for old books.)

(c) <https://www.loc.gov/>

(Library of Congress of the US.)

(d) <http://www.theologian.org.uk>

(An internet journal for integrated theology)

(e) <https://www.ccel.org/>

(Christian Classic Ethereal Library of Grand Rapids, USA)

(f) <https://www.biblicalstudies.org.uk/>

(A vast library of Union Theological College, UK)

(g) <https://www.jstor.org/>

(A vast reservoir of scholarly work run by ITHAKA. Students may sign in using a

personal account, to read-only up to 100 articles every 30 days.)

- (h) <https://apnts-gnec.kari.opalsinfo.net/bin/home>
(Sue Fox Library and Resource Center of Asia-Pacific Nazarene Theological Seminary)
- (i) <https://gptslibrary.follettdestiny.com/>
(GPTS Smith-Singer Library of Greenville Presbyterian Theological Seminary)
- (j) <https://opendigtheolib.on.worldcat.org/>
(Open Access Digital Theological Library of WorldCat Discovery)
- (k) <https://moorecollege.access.preservica.com/>
(Donald Robinson Library of Moore Theological College of Australia)
- (l) <https://repository.globethics.net/>
(Globethics Library of Globethics a Swiss online institute specializing on contemporary ethical / theological issues)
- (m) <https://ttcportal.vvibrant.com/>
(Trinity Theological College Library based in Singapore)