



# BGST

CENTRE FOR  
POSTGRADUATE STUDIES

# Student Handbook



# Welcome to BGST

A warm welcome to the Biblical Graduate School of Theology (BGST). We're delighted to journey with you as you pursue a deeper understanding of God, Scripture, and the world around you.

Whether you're here to enrich your personal discipleship, prepare for ministry, or integrate faith more meaningfully into your daily work, know that you are stepping into a learning community that values both the heart and the mind. At BGST, we believe theology is not merely academic, but also deeply personal, lived, and transformative.

You'll find yourself among fellow learners from diverse walks of life, all seeking to grow in biblical wisdom and spiritual maturity. Our lecturers are committed not only to academic excellence, but to nurturing faith, character, and thoughtful engagement with culture.

As you begin your studies, we encourage you to take your time. Explore. Ask questions. Wrestle honestly with the text and with yourself. And above all, may your time at BGST be marked by a growing love for God, His Word, and His people.

This handbook will hopefully be your guide in all things you need to know as a student at BGST. And should you need any more assistance, do not hesitate to let us know!

Faithfully,  
The BGST Team



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# How do classes work?



Classes at BGST usually alternate weekly between Live Classes (In-Person or on Zoom) and self-study, unless stated otherwise by your Lecturer.

First and Last classes are usually conducted in-person, so do check in with your lecturer on their methods of conducting their classes if you are unsure.

## Here are the class timings for our weekday and Saturday classes

Unless otherwise stated in the course schedule, the class timings will usually fall within these hours

**Weekdays:** 7.15pm - 10.00pm

**Saturdays:** 9.30am - 12pm

## What is the course schedule like?

You may view the course schedule at [bg.st/courseschedule](https://bg.st/courseschedule). You can also log in to IMS to see the schedule for classes that you have registered for.

## Where classes will be held

All our in-person classes will be held on campus at CT-Hub #11-02, #11-04, or at partner churches. If your classes are online on Zoom, a link will be provided for you on Thinkific.

## Registering for Courses

You can register for courses through the [Thinkific Course Portal](#). If you are a Programme Student, you will still need to register for your required courses. This gives you the flexibility to manage your study schedule and progress at your own pace.

# Student Portals



There are **up to 5** different portals our students will need to have access to. We're here to help guide you through each one. Please remember to save your login details for each portal. Libib, Overdrive and DTL will require a Library Membership to access.

## 1. Thinkific

This is your course portal, and where you will be applying for and paying for all your courses. This is where you will also be able to access any video lectures, course materials and assignment requirements.



## 2. IMS

Here, you would be able to access your course grades, submit your assignments and track your learning. Especially important if you need to submit assignments for your classes. This is where you would also be registering for any Graduate Certificate Programme.

## 3. Libib

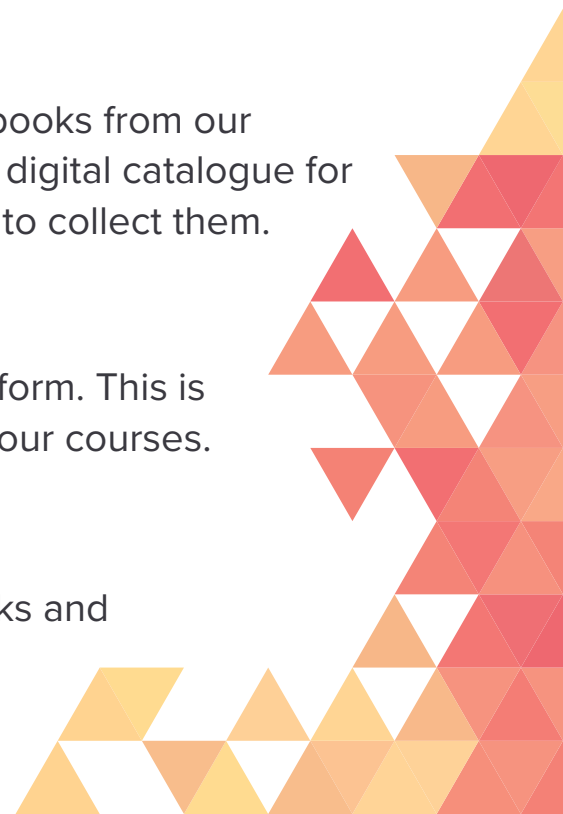
Libib is a digital portal that allows your to borrow books from our physical library. Here you'd be able to browse our digital catalogue for books available, and swing by our physical library to collect them.

## 4. Overdrive Digital Library (ODL)

Overdrive is our BGST Curated Digital Library Platform. This is where you'd find any of the required reading for your courses.

## 5. Digital Theological Library (DTL)

DTL is a gigantic digital library with 1.5 million books and 104 million articles.



# Student Portals



There are **2** student portals you will need have access to. We're here to help guide you through each one and how to login. Please remember to save your login details for each portal.

## 1. Thinkific - Course Portal [↗](#)

This is your course portal, and where you will be applying for and paying for all your courses. This is where you will also be able to access any video lectures, course materials and assignment requirements.

[Course Registration How To Video](#)

[Programme Registration How To Video](#)

[How to Navigate Thinkific Courses How To Video](#)

## 2. IMS - Student Management Portal [↗](#)

Here, you would be able to access your course grades, submit your assignments and track your learning. Especially important if you need to submit assignments for your classes.

[IMS Navigation How To Video](#)



# Library Portals



Account details for Libib, Overdrive, and DTL will be issued via email when a Credit student registers for a course and when an Audit student signs up for Library Membership.

## 1. Libib - Our BGST Physical Library

Libib is a digital portal that allows you to borrow books from our physical library which has around 15,000 physical books for you to use.



[Libib](#)

## 2. Overdrive Digital Library

Overdrive is our BGST Curated Digital Library Platform. Here you will find books required for your courses in E-book format.



[Overdrive](#)

## 3. Digital Theological Library (DTL)

DTL gives you access to 1.5 million books and 104 million articles.



THE DTL

[Digital Theological Library](#)



# Academic Regulations & Assessments



## Academic Integrity

BGST takes academic honesty seriously. Formatting and writing style are guided in the Academic Papers Guidelines, emphasizing clarity, fair representation, and scholarly rigor.

## Assessment Types

The following are the assessment types you may expect at BGST:

**General Courses:** Essays, Reflection Papers, Book Reviews, Presentations

**Biblical Language Courses:** Examinations

**Practicum Courses:** Graded Pass/Fail (do not affect GPA)

## Guides to Writing and Formatting Assignments

At BGST, we use the **Chicago/Turabian** and **SBL** styles. We recommend using **Zotero** to automate your footnotes and bibliographies.

We have 4 main assignment guides for our students linked below:

[How to submit assignment on IMS](#)

[How to Write an Academic Paper](#)

[How to format an Academic paper](#)

[Citation guideline and how to use Zoetero](#)



# Academic Regulations & Assessments

## Assignment Deadlines

Assignments are due **3 months** after the end of the last class, and there will be a grade penalty for missing this 1st deadline.

Should a student fail to submit their assignment by the second deadline, they will be **downgraded** to an Audit student which means their credits for the module cannot be counted.

In order for the student to be reinstated back to a credit student should a downgrade occur, a fee of **180 SGD** will need to be paid, and their assignment submitted.

Should you require an extension for any submission, please contact your lecturer.



# Attendance and Grades



## Attendance Requirements

You are encouraged to attend all classes, especially for live courses. However, your grade chiefly hinges on assignments, unless attendance is explicitly part of the grading rubric. If you miss a session, there will not be make-up classes, however recorded Zoom sessions may be available for review.

Courses can be also be done fully on Self Paced Learning, should your schedule not allow for you to attend out online/in-person live courses, but you will miss out on the interaction with the lecture and course-mates.

## Grading Rubric and Grading Scale

[Click Here](#) to view your grading rubric and grading scale.

## Transcripts

Updates of academic records are issued by the Registrar's Office at the end of each semester. Official transcripts bearing the seal of BGST may be issued upon receipt of a completed Transcript Application Form and the related fee. There should be no outstanding fees in order for transcripts to be issued.

# Graduation Requirements



## Graduation Requirements

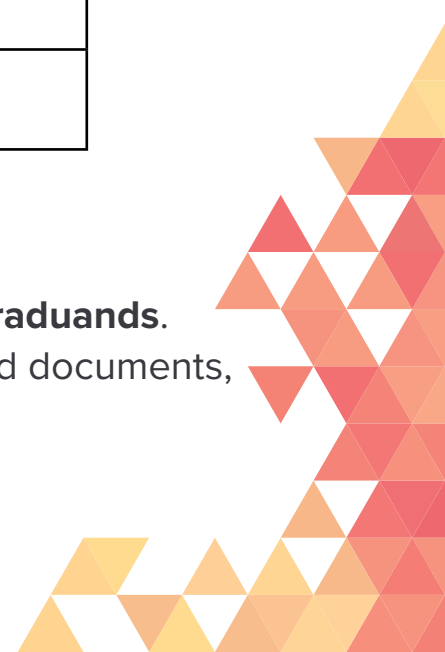
BGST's Convocation is held in May each year. To be eligible for graduation, a student must have:

1. Satisfactorily completed all requirements for the programme by the end of the course.
2. Submitted a completed Application for Graduation Form to the Registrar's Office by March 31 for the intended year of graduation.
3. No outstanding payments due to BGST.
4. Met the minimum academic Grade Point Average (GPA) accordingly:

Programme	GPA Minimum
Grad Cert	2.8
Grad Dip	2.8
MATIS	3.0
MDiv	3.0

## Graduation Fee

A one-time Graduation Fee of **\$180** is applicable to **all graduands**. This fee covers costs for academic transcripts and related documents, graduation gown rental and administrative charges.



# Fees, Payments and Financial Policies

## Financing Your Education

To keep the cost of our students' education affordable, 80% of our ministry is funded through donations as a charity. During the course of their studies, students will pay fees including annual student fees, course fees and miscellaneous fees, such as graduation fees

BGST Fees	SGD \$	Programme & Credit Students	Audit Students
Student Membership Fee	\$25/sem	Compulsory	N.A
Library Membership Fee (For Audit Students wanting library access)	\$75/sem	N.A	Optional
Programme Change Fee	\$180	When Applicable	N.A
Course Reinstatement Fee	\$180	When Applicable	N.A
Graduation Fee	\$180	Graduands Only	N.A

## Course Fees

### 1.5 Academic Units (AU)

Credit     \$325  
Audit       \$150

### 3.0 Academic Units (AU)

Credit     \$650  
Audit       \$300

## Where to make Payment?

Payment of all applicable fees can be made here:

<https://courses.bgst.edu.sg/pages/fees>



# Contact Information

Here are some contacts and information for you to keep on hand should you need any help with school life at BGST.

## Administrative Contact

Should you need any help, contact us by email we'd get back to you as soon as we can.

**General:** [contact@bgst.edu.sg](mailto:contact@bgst.edu.sg)

**Library:** [resources@bgst.edu.sg](mailto:resources@bgst.edu.sg)

## Course Whatsapp

A course whatsapp will be made available once you've applied for a course, should you have any questions relating to the specific class or assignments, please direct your questions there.

## Our Campus

2 Kallang Avenue, #11-04 CT Hub (Lift Lobby A), Singapore 339407

## BGST Office Hours

### **Mondays, Tuesdays, Thursdays and Fridays**

10:00–12:00; 13:00–16:00 hrs

### **Wednesdays**

10:00–11:00; 13:00–16:00 hrs

### **Saturdays, Sundays and Public Holidays**

Closed





<https://bgst.edu.sg/>