

Student Handbook

SEMINAR SCHLOSS
BOGENHOFEN

Imprint

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In order to facilitate the flow of reading, gender-specific wording is not used in the following.

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Foreword

Dear Students and Student Missionaries,

We are happy about your interest to go to school, to study or to support us as a student missionary in Bogenhofen! Welcome to this special place!

Bogenhofen stands for vibrant life, beautiful nature, intensive learning, the encounter with other cultures, languages and generations. It is a place from which many blessings have gone out into the whole world over the decades. May your time at this school be an equally blessed one that positively changes your life and allows you to experience what God has promised us: "If you will seek me with all your heart, I will let you find me, says the LORD." (Jeremiah 29:13-14)

Our Adventist pedagogy is holistically oriented and supported by the goal of promoting the development of body, mind and soul in equal measure. We believe that true education not only imparts knowledge, but also positively changes character and protects the body from bad influences. As Bogenhofen staff, we want to teach, encourage, promote, be a friend and spiritual parent.

Bogenhofen is especially characterized by its family atmosphere. In this Student Handbook you will find, so to speak, our "family rules." Without meaningful rules, there can be no good, blessed life together. It is very important to us as the Pedagogical Committee (PA) that you familiarize yourself with the current version before your first arrival and also before each new school year. These rules are not only formally part of the registration procedure, confirmed with your signature, but must be affirmed and followed from the heart.

The rules noted on these pages have grown over a long time and from sometimes painful experience. Should the situation require it, they can be changed at short notice, extended or supplemented by verbal instructions determined by the school management, home management or the Pedagogical Committee.

Looking forward to our time together, on behalf of the Pedagogical Committee and all Bogenhofen staff,



Dr. Dr. René Gehring, MA
Principal of the Bogenhofen Castle Seminary

Bogenhofen, September 2019

1. OUR PEDAGOGY

1.1 Gr and principles

At Bogenhofen Castle Seminary, we are concerned with the education of the whole person. Therefore, in addition to the education of the intellect, we also place great emphasis on education in the spiritual, physical and social areas. This holistic approach serves a positive character development. Our pedagogy is based on the Bible as the Word of God and on the advice of Ellen G. White as the prophetic voice of the end-time church. From her comes the following statement:

A really good teacher is not satisfied with mediocrity. He wants to achieve the best possible with his students and for them. Of course, it is a great success if a teacher can help young people acquire specialized knowledge and become good accountants, skilled craftsmen, gifted artists or successful business people. But that is not enough, because people must also be introduced to values such as honesty, a sense of responsibility, probity, love of truth, integrity and a willingness to serve. Only those who learn these lessons in addition to the necessary technical knowledge will be able to have a truly positive impact on society.

The living relationship with Christ allows these ethical principles to become a force that shapes a person's character. Whoever decides for Christ and remains with him, a source of wisdom opens up to him, which he will not find anywhere else. To him grows the power to realize the highest ideals and to acquire the best education there is in this world, because it does not end with this life, but finds its continuation in the kingdom of God. In this sense, redemption and education belong together, because in both education and redemption "the foundation [...] is Jesus Christ. No one can lay a different or even better foundation." [1 Corinthians 3:11] (Ellen G. White, *Education*, 27-28.)

1.2 Targets

We want

- Lead students to a personal relationship with God
- Support young people in their holistic development of body, soul and spirit and help them to develop a balanced personality
- Encourage young people to read the Bible daily and to pray
- Prepare students for service to God and fellow man and motivate them to become active and reliable workers in the community
- Demonstrate a caring and forgiving spirit as a school community.
- create all possibilities to lead the intellect to the highest development according to the individual abilities
- stimulate independent thinking through an intellectually honest and fair presentation of different approaches and positions
- Teach students to value physical activity through healthy recreational pursuits and constructive work

- Encourage pupils and students to spend their free time creatively
- Encourage them to become familiar with a healthy lifestyle and to practice Christian temperance in all areas of life
- Communicate hope for this and eternal life through our speech and actions.

1.3 Areas

In keeping with our holistic approach, we want to help everyone who comes to Bogenhofen as a student to learn and grow physically, emotionally, intellectually, spiritually and socially. The family atmosphere provides many opportunities for this. Since we are convinced that a positive holistic development is only possible in the relationship with God, we encourage to get to know Him better and to accept and live out the principles that are anchored in the Bible.

Accordingly, this document is divided into three main parts:

1. Life with God
2. Living with principles
3. Living with other people

Each of these sections deals with important principles to be taught at our school. All areas of personality are addressed.

We expect every student to agree to these principles before coming to Bogenhofen. We desire a trusting cooperation in the common effort to grow with each other and to become people who love God and their fellow men and are willing to serve.

2. LIFE WITH GOD

Spiritual life is at the center of our worldview because we are convinced that God is our Creator and that He has redeemed us through His Son Jesus Christ. In Bogenhofen, we want to make it possible for young people to get to know God and Jesus Christ more closely and to make a conscious decision for Him. We therefore encourage every pupil and student to be open to this and to develop the willingness to witness Him to others. It is important to us to promote the following emphases of living with God on our campus.

2.1 Personal devotional time

Although we do not prescribe separate times for this, we encourage each student to have a personal silent time of devotion each day. The study of the Bible and contact with God in prayer provide crucial impulses for the development of a balanced personality and help to cultivate good fellowship with other people.

2.2 Bible studies, Bible and prayer circles

We encourage all students to study the Bible and pray together in smaller groups. Shared spiritual experiences motivate a practical life with God and help to be happy and content in other areas of life as well. They strengthen faith and connect with each other.

Systematic Bible classes as preparation for baptism are also an important element of spiritual growth. We encourage every pupil and student in Bogenhofen to take advantage of this opportunity or to give Bible lessons to others themselves.

2.3 Public devotions, worship services and youth hours

For Seventh-day Adventists, contemplating the Word of God together and praying together are part of the biblical understanding of a Christian life and church. Therefore, Adventist schools have public devotions to remind everyone that each day is a gift from God and that school is about more than academic learning. These devotions are designed to spiritually connect the school family and point each individual toward an encounter with God. It is considered natural for all students to participate in these devotions. We are happy if as many students as possible are also actively involved in the creation and implementation of these devotions.

Sabbath morning services also promote the fellowship of believers and awareness of the church of God. The youth sessions in the various groups are intended to address the individual young person personally and to make the meaning and relevance of the Bible clear to him or her. There one can experience church on a small scale.

Please note:

We expect attendance at daily devotions held during the week in the morning and evening. Likewise, attendance at worship services, Sabbath School, and youth group events is expected.

2.4 Sabbath observance

The Sabbath is a day on which God wants to meet us. It is a day of joy and fellowship and the highlight of the whole week. It is to be set apart from the other days of the week by not having the usual activities (Isaiah 58:13-14), but only those that promote fellowship with God.

According to biblical understanding, the Sabbath begins on Friday evening and lasts from sunset to sunset (see Nehemiah 13:19). The hours of the Sabbath are special hours because this day is sanctified and blessed by God. The Bible states very clearly in the fourth commandment (Exodus 20:8-11) that all work should rest on this day. In Bogenhofen, we respect and honor God's day of rest. Therefore, all work or school-related tasks are completed in a timely manner before the Sabbath begins. In addition, arrivals and departures should not take place on this day. We want to make sure that others do not have to work for us on the Sabbath either (Exodus 20:10), by, for example, shopping, using services, etc. Recreational activities should also be in keeping with the character of a divine day of rest, in that everyone should ask themselves the question: Does what I am about to do promote or hinder my communion with God? Joint missionary activities to bring joy to fellow human beings are encouraged.

Please note:

Because God has blessed the Sabbath day, we also want to pay special attention to the beginning and the end of the Sabbath. We want to consciously prepare for it and desire activities on the Sabbath that allow us to experience the special blessing of this day. Work, including school work, is prohibited on the Sabbath.

2.5 Missionary activities

It is important not to keep insights and experiences gained to oneself, but to share them with other people. Living with God also includes witnessing one's faith to people who do not yet know God or have not yet made a conscious decision for Him. This strengthens one's faith and relationship with God. We encourage our students to develop a missionary lifestyle and recommend, among other things, participation in the activities of the mission team as well as the Adventist church in Bogenhofen. In addition, as a school we also promote activities at home and abroad such as health expos, evangelistic lectures, book evangelism, student mission, etc.

3. LIVING WITH PRINCIPLES

3.1 Life direction

We believe that God is our Creator and Jesus Christ our Redeemer, for whose return we are waiting. Therefore, we want to shape our lives to conform to His will as revealed in the Word of God. We expect that every pupil and student who attends our school is fundamentally open to such a life orientation.

3.2 Character development

The teachers and staff are committed to helping each student experience personal growth in addition to a good academic education. Of course, this is primarily the responsibility of the individual. Every person, regardless of his or her background, has it in his or her own hands to develop his or her character for the better or for the worse, if he or she is open to the necessary impetus.

The character traits to be imparted by a stay in Bogenhofen include the following: Honesty, reliability, self-control, friendliness, helpfulness, consideration, diligence, willingness to forgive, tolerance and willingness to accept one another, ability to correct and openness, self-reliance, etc.

The pedagogy in Bogenhofen is designed to give personal assistance to each individual so that this process can succeed. In the following, some selected areas of personality will be discussed in a little more detail, which are indispensable for the concerns of our pedagogy and for a good success of the mentioned development process.

3.3 Self-employment

The way we live practically depends on our thinking. Therefore, our willingness to reflect and to act prudently and thoughtfully is of particular importance. It is important for every student to think about his or her own behavior.

Through devotions, school lessons, youth lessons, Bible studies in smaller circles, through lessons and through personal conversation, we try to give concrete clues for this active reflection. Today's youth culture with its many varieties tries to achieve a standardization of behavior. Its creators are convinced that they know exactly what young people like and need. It is very easy for this to create a vicious circle, because lateral thinking in a positive sense no longer takes place. Biblical-Adventist pedagogy has set itself the goal of breaking through this and helping young people to think independently and to act on their own responsibility. We therefore urge every pupil and student in Bogenhofen not to simply copy everything that today's culture has to offer, but to examine everything with careful consideration and to keep only what is good (1 Thessalonians 5:21).

3.4 Media

The Bible speaks of preserving our spirit and soul (1 Thessalonians 5:23). Media such as movies, computer games, books and music play a special role here. In all of them massive influence is taken on the thinking and feeling of people. Ellen G. White speaks very directly about the fact that we should guard the "entrances to our souls" (*Acts of the Apostles*, 517). By this she means that we should pay very close attention to what we occupy our minds with and nourish our souls with, because our thought world has a significant influence on our lives.

At Bogenhofen, we are very concerned to teach our pupils and students criteria for judging media, so that they can learn to decide for themselves what is good. As an example for the area of music, we point out that today's music scene is often not compatible with biblical Christian principles in terms of its foundations and objectives. We also reject the Christian rock and pop music practiced in Christian circles for this reason and do not wish it to be heard or played on our premises. We ask every student to respect this. At the same time, we encourage them to openly and carefully examine the principles presented in assembly hall lessons or on other occasions to see if they meet the criteria mentioned in Philippians 4:8: "All things that are true, that are honorable, that are just, that are pure, that are lovely, that have a good reputation, whether for virtue or for praise - be mindful of these things!" Very much of what is offered today in the fields of film, music and literature must be excluded from the outset according to these principles.

Please note:

We expect careful handling of media such as (cinema) films, Internet, DVDs and print media. This means that media of dubious content (pornography, violence, crime, occultism, etc.) and music from the wide range of rock music may not be consumed. Visiting discos, bars and similar dubious places is prohibited.

3.5 Communication media

As human beings, we are designed to communicate. Modern communication media can make this easier, but also more difficult. We are committed to using these media responsibly, making the most of their positive features (e.g., easy accessibility, fast communication channels) and avoiding dangers (e.g., getting lost in the electronic media, actually becoming lonely in the midst of all the communication options).

Please note:

The regulations described in the appendix apply to the use of smartphones, etc.

3.6 Healthy lifestyle

As God's creatures, we also have a responsibility for our health and our environment. Among other things, this means paying careful attention to what we eat. Today, more than ever, we know the influence that physical well-being has on people. This involves both abstinence and moderation: we abstain from what is harmful to our body and mind: substances that lead to addictive behavior and dependence are to be avoided. In addition, we are also moderate in goodness and take seriously Ellen G. White's advice regarding a responsible lifestyle: healthy food, sufficient water, enough sunlight, plenty of exercise and fresh air, sufficient rest and sleep, abstinence and moderation, and trust in God (NEWSTART).

In our worldwide church, we are committed to a vegetarian diet, which we also promote on our campus. No fish or meat products may be brought into the dining hall, nor processed in the juice store or home kitchens. We want to be responsible with food.

Please note:

We want a balanced lifestyle that is free from addictions and dependencies. Everything that is addictive is to be avoided. Caffeinated beverages, tobacco, alcohol and all other types of drugs and narcotics are taboo.

3.7 Appearance

"Dress to impress for Christ." As a Christian-run school, we value a well-groomed and modest appearance. Since our appearance sends signals in clothing, hairstyle, and jewelry, we want to be mindful of how we present ourselves, especially as Christians. This includes upholding the principles of morality and decency at all times.

We want an appearance that is appropriate to the occasion and pays attention to decency. Emphasizing sexual attractions and fashionable extremes is to be avoided. Regular personal hygiene and tasteful clothing promotes our well-being and that of those around us.

Please note:

When it comes to clothing and appearance, we expect the principles of morality and decency to be upheld at all times. Clothing that is too tight-fitting or too light (see-through) and sends sexual signals may not be worn (e.g., no low-cut cleavage, no visible bra straps, skirts that are at least knee-length and do not ride up more than a hand's width above the knee when seated). Belly, back and shoulders must be covered (straps should be at least three fingers wide). This rule (with the exception of full shoulder coverage) also applies to physical education classes as well as physical (summer) work on campus. Hair color should appear natural and haircuts should be appropriate. Wearing jewelry (except for a wedding band) is not permitted. This includes imitation jewelry (precious metals, gemstones, pearls, etc.). Exceptions are friendship bracelets or the like,

which are not made of metal and are always worn discreetly. Nail polish and makeup should be used extremely sparingly (if at all) and must appear completely natural and inconspicuous.

3.8 Relationships

Love relationships should be characterized by emotional maturity, self-control and reason, as well as conform to biblical guidelines. We understand when young people get to know and love each other in Bogenhofen. In doing so, we ask each student to take seriously the following advice from Ellen G. White: "Affection at a young age should be withheld until the time comes when one is old enough and experienced enough and it can be shown in an honorable and decent manner. [...] A teenager can poorly gauge whether another person as young as herself is suitable as a partner for life." (*Adventist Home*, 79) In addition, we know from decades of observation that students easily lose focus on schoolwork when they are in love and that friendships too early can lead to a decline in spiritual interest.

We encourage pupils and students to get to know each other in the diverse group activities and ask them to handle the subject of special friendship very responsibly. Until one's personality is fully developed and the process of finding one's identity is complete, no close friendship with a person of the opposite sex can be meaningfully conducted. It is always better to find oneself first before looking for another person.

Young people who are friends tend to separate themselves from the group in pairs. This changes the community and the dynamics in the group. In this regard, we ask all whom it should concern to refrain from overly explicit displays of affection in public. Private meetings of a young man and a young woman behind closed doors are generally not permitted.

The main focus of school attendance at Bogenhofen should be on academic and character development and not on getting to know a boyfriend or girlfriend. We recommend uninhibited and companionable interaction, which, however, always preserves the boundaries of decency.

Please note:

Friendships should be very carefully considered. Too clear expressions of affection in public (kissing, etc.) are to be refrained from. Visits to the rooms of the opposite sex are generally not possible. Exceptions are regulated by the home management.

3.9 Openness and ability to correct

Educators have the task of educating and guiding. In doing so, they are required to praise and reinforce positive behavior, but also - where necessary - to admonish and correct. We want to perform this task in a good spirit and with much love, but also with the greatest possible empathy

and understanding for the young person, taking into account their individual development. Especially in the case of minors, we strive for close and trusting cooperation with the parents or guardians. We expect all participants to face this educational process with all openness.

It is part of a person's growing maturity that he or she is willing to be told something, especially by parents and educators (and later also by superiors). Those who close themselves off here and go their own ways are no longer willing to learn, interrupt the positive learning process and increasingly isolate themselves from the community.

Please note:

We ask all students to be open, willing to learn, and able to correct.

3.10 Diligence and perseverance

Especially at a boarding school it is important to pay attention to the balance between work and free time. However, this can only be successful if the available time is well planned. We are happy to provide assistance in the management of time, the effective methodology of learning and a good organization of free time. Diligence and perseverance not only form the basis for success academically, but are also character preparation for later responsibilities in the family, community and profession.

An essential part of the pedagogical concern in Bogenhofen is the weekly work assignment in which every pupil and student participates. They are also accompanied and guided by staff and teachers. We are convinced that working together fosters relationships among the students and strengthens their identification with the school. Regular afternoons of work can teach character traits such as diligence and perseverance as well as practical skills and abilities. Practical work done well leads to a sense of accomplishment. For these reasons, we expect every student to have a positive attitude toward work afternoons. For more detailed information on work afternoons, please refer to the appropriate guidelines (see appendix).

3.11 Foreign property

The grounds, buildings and facilities are to be treated properly and with care. Damage and losses are to be reported immediately to the class director or to the dormitory management or administration. Since each student is required to have liability insurance, it usually covers the damage incurred without charging the school or the student. The desired atmosphere of mutual respect precludes wanton destruction of school property.

Please note:

Skateboards, rollerblades, etc. may only be used outside the buildings. Likewise, ball games and wearing soccer shoes are not allowed inside buildings. Indoor shoes are mandatory for the use of the gym.

3.12 Weapons

Any type of weapons (firearms, stabbing weapons, BB guns, etc.) and other fighting devices are not allowed on school grounds.

3.13 Living

Living together on campus is an essential part of the education provided at Bogenhofen. For this reason, and in order for the school to be financially viable, students are only permitted to live off campus with special permission. Such exceptions are in the case of married students or if there is the possibility of staying with relatives. The decision on this matter rests with the school's Administrative Committee.

4. LIVING WITH OTHER PEOPLE

"No man is an island" - this famous saying by the English poet John Donne (1572-1631) has become a common saying and wants to make it clear that no human being can live only for himself. We are designed for community, for encounters and for relationships with other people. The Bible sees it the same way and therefore contains many hints for a good and positive interaction with each other. It even says that we should "love our neighbor as ourselves" (Matthew 23:39) and that we should always treat others as we would like to be treated (Matthew 7:12). The following is a series of basic principles that are important to us for togetherness in Bogenhofen. Positive togetherness not only makes living together easier, but is also a strong testimony for Jesus (John 17:21, 23).

4.1 Friendly contact

Kindness is shown both in facial expressions and in genuine compassion and interest in the other. It seeks to encourage the other person. No matter who we meet, our behavior should always help create a positive and friendly atmosphere.

4.2 Honest dealings

We want to be honest and open with each other. Telling the truth sometimes requires courage, but above all it requires mutual trust. In Bogenhofen, we strive to create an atmosphere of trust in which you can be genuine without hesitation.

The principle of honesty mainly concerns the following areas:

1. The open and transparent communication with each other and with the school staff.
2. Direct and honest communication instead of talking behind someone else's back.
3. The courage to be honest even before God, who can then best help us.
4. The unconditional respect of other people's property. This concerns, on the one hand, what belongs to the school or other pupils and students, and on the other hand, an honest handling of data from the Internet within the framework of the legislation and the computer usage regulations of Bogenhofen (cf. Appendix).
5. Honest, personal performance in schoolwork, exams, term papers, homework, etc. without cheating and cheating (see the Plagiarism Policy in the Appendix).

4.3 Considerate handling

Consideration is part of positive behavior in a group or community. Showing consideration means setting aside one's own interests, preferences and (supposed) prerogatives in favor of another person in order to make things easier for him or her and also in order to give him or her a concrete example of goodness and kindness. One's own freedom ends where the freedom and well-being of

another person is restricted. The Bible also refers to this when it speaks of having "heartfelt compassion, kindness, humility, gentleness, patience" (Colossians 3:12-13).

At a school like Bogenhofen, there are countless opportunities to demonstrate consideration: in living with roommates, in dealing with teachers and classmates or fellow students in class, in off-campus behavior, etc. We ask every student to be considerate, to respect the rights and preferences of others, and to empathize with their situation where possible.

4.4 Respectful treatment

Paul exhorts his readers to treat each other with respect: "One should precede the other with reverence" (Romans 12:10) and "in humility respect one another more highly than themselves" (Philippians 2:3). This should also characterize the interaction in Bogenhofen. Here it should become clear in friendly interaction that God "does not look at the person" (Acts 10:34), but accepts every person, no matter what culture or race they belong to or what country they come from.

Respectful interaction also includes following instructions and taking explanations seriously. This is indispensable for the pedagogical process. The necessary respect is expressed not least in the way we communicate with each other. Here, the language used is very important. We consider polite manners to be a matter of course.

4.5 Helpful contact

We want to help and support each other. This is part of the Christian mission. Paul writes directly after his advice to respect one another: "... and let each one look not at what is his own, but also at what serves the other" (Philippians 2:4). In Galatians 6, he speaks of helping another even when that person shows weakness or does wrong. This is what Paul means when he says (v. 2), "Bear one another's burdens."

At a school, there are many ways to provide assistance and show others that you mean well and want to support them. This can be both help with school matters and assistance in personal needs and crises. Often it is enough to listen actively and show compassion to the other person. Prayer together can also be a special strengthening and help.

Please note:

Students are required to be completely honest in their dealings with each other and in all their performance. Cheating on exams (in whatever form), copying homework from other students, plagiarism and the like are expressly not permitted.

4.6 Decent handling

Decent behavior includes outward appearance (cf. above), relationships (cf. above), and also the language that is used. According to Philippians 4:8, we should pay attention only to what is pure and honorable. Bogenhofen is also said to be known for its good and positive language.

Paul says in 1 Corinthians 15:33, "Bad company corrupts good morals." Therefore, be careful with whom you associate or befriend. "Tell me who you associate with, and I will tell you who you are," is an old but still true saying. That's why you should choose acquaintances and friends very consciously. Quickly and sometimes even imperceptibly, one can come under a negative influence that inhibits or prevents one's positive character development. We welcome pupils and students to be encouraged in their development also through their daily interaction with others and to contribute together to a positive atmosphere.

4.7 Forgiveness

In the Lord's Prayer, the prayer Jesus taught his disciples, the forgiveness we ask of God is directly linked to the forgiveness we show toward others (Matthew 6:12-15). On another occasion, Jesus urges his followers to forgive others from the heart (Matthew 18:35). This important principle, which must govern the way Christians treat each other, should also be practiced in Bogenhofen. It can happen that wrong is thought about, talked about and done against each other. We live every day from the forgiveness of God - and we also need the forgiveness of our fellow human beings. In the same way, we ourselves must also be willing to forgive others when they have done wrong to us.

We wish for this spirit of mutual forgiveness for the togetherness in Bogenhofen. People can err and make mistakes. Our endeavor is to recognize our mistakes, put things right and ask for forgiveness. Neither position nor possible personal pride should prevent us from approaching each other and apologizing. We encourage each individual to always be willing to acknowledge mistakes, ask for forgiveness, and make things right. This reveals strength of character and courage and serves to make relationships stronger than they were before.

5. CONSEQUENCES OF OUR PEDAGOGY

Every family needs its rules of living together. Of course, our primary concern is not just that these rules are followed. We would like the principles behind them to be understood and internalized. It would be our wish that the time spent in Bogenhofen would lead everyone to identify with them themselves. Our goal is not blind conformity to the rules, which stops immediately when the campus is left, but independence and personal responsibility in thinking and acting (see Ellen G. White, *Education*, 15-16).

At the same time, we cannot wait for everyone to recognize and affirm each rule for themselves. Our school rules therefore apply to everyone who decides to attend our school. We should be aware that everyone has a responsibility and also "makes school" beyond the campus boundaries through their behavior and appearance.

If rules are not observed, there are also consequences. The following principle is important to us, which is also expressed in the parable of the "Prodigal Son" (Luke 15:11-32): More important than a deed committed or a rule violated is the attitude that the person concerned takes toward it. When the father realizes that his son deeply regrets what has happened and asks for forgiveness, it is clear to him that he will forgive him and accept him again as his rightful son.

For us, this means that those responsible in the home and school administration first and foremost make an effort to find out how the pupil or student feels about what has happened. If concern and remorse are evident, every effort is made to help that person, where possible without causing a great stir. The Pedagogical Committee will also endeavor to act in accordance with these guidelines.

5.1 Expulsion from school

With all understanding for the individual and his or her personal problems, however, a balance must still be struck in individual cases between the possibility of educating the individual and the good of the entire school community. In the case of some rule violations, an immediate expulsion may be issued for the protection of the entire student body. However, this measure is only taken after a thorough examination of the facts and extensive discussions with the person concerned.

Expulsion from school is highly likely to occur for the following offenses:

- Illegal drugs (possession, use, sale)
- Possession of firearms, ammunition and firecrackers on campus.
- Criminal activities

Exceptions are only possible with a two-thirds majority of the Pedagogical Committee and also only if a danger to third parties is demonstrably excluded.

In addition, expulsion from school may also occur for the following offenses on the first offense, if judged necessary by the PA:

- Alcohol (possession, use, sale)
- Tobacco (possession, use, sale)
- Possession of cutting and stabbing weapons on campus
- Sexual intercourse (illegitimate)
- Bullying
- Occult activities
- Activities that are against the spirit and educational ideals and methods of the SSB.

If it is unclear whether, for example, a particular knife is considered a weapon or just an "ADWA accessory," this can be inquired about with the home's management.

5.2 Drug prevention

Drugs are becoming more and more widely accepted in our society. These include not only legal drugs such as alcohol, tobacco and freely available painkillers, but increasingly also illegal drugs such as cannabis or prescription drugs (narcotics, antidepressants, Ritalin, etc.).

This is also becoming an ever greater challenge for schools. In order to best protect the students entrusted to us from such dangers, we reserve the right to require any student suspected of using drugs to take a drug test at any time. This may be a urine, blood or hair test. If suspected, the individual has a duty to cooperate in such a test. Violation of this duty to cooperate is practically equivalent to drug use and expulsion from school by the Pedagogical Committee is very likely as a result. If the test is negative, the school bears the costs. If it is positive, the student or his/her parents will bear the costs.

6. APPENDIX

6.1 Computer Use Policy

The use of the computers, internet, printers and scanners at Seminar Schloss Bogenhofen (SSB) is subject to the following regulations, which each user agrees to by signing.

6.1.1 People

In principle, the following persons are authorized to use both computers and the Internet:

- Pupils
- Students
- Employees
- Tenant
- Guests

6.1.2 User account

Every pupil, student and employee receives a user account with which they can log on to the computers of the SSB network. Guests, spouses and family members residing in Bogenhofen will receive a user account upon request. The user account will not be activated until the consent form has been signed.

The user account remains valid for the entire duration of the educational or professional activity and will be deleted in full upon termination of the same.

The user account may only be used by the owner himself. Passing on passwords or transferring a registered computer is not permitted, nor is appropriating someone else's password.

Any attempt to bypass the user login or otherwise gain access to the network components or the Internet, as well as to bypass the filter or website locks, is prohibited, as is the viewing and use of data material for which the user has not been expressly and knowingly authorized.

6.1.3 Private storage

Each user has a maximum of 5 GB of private storage space available on the local network (U: drive). Storing private information on local or public drives/folders is not recommended, as data in such areas is purged or removed at irregular intervals without warning.

6.1.4 Print

Printing is only possible or permitted via the local network for logged-in users. Each printing operation is automatically registered by the system and charged according to the current fees.

6.1.5 Private computer

Private computers that exchange data in any form with the SSB network or other private computers at the SSB must be checked for security features and registered by the EDP department before use.

Private computers may only be plugged into the network outlets in the apartments, into the specially marked outlets in the library, or into the designated classes.

6.1.6 Computers of the SSB and network access for private computers

SSB computers are available at various locations, each with different performance characteristics and at published times:

	Info terminals MH & BH	Computer room administration	Library foyer	Library Magazine 1	Library reading room	Castle classroom	Old chapel Classroom
Local network		✓	✓	✓	✓	✓	✓
Internet access	✓	✓	✓	✓	✓	✓	✓
Printing (on site)		✓	✓	✓	✓		
Scan		✓	✓				
Internet telephony allowed				✓			✓

Who can register where?

ORG 5-6 (Laptop: NO)	✓	✓					
ORG 7-8 (Laptop: NO)	✓	✓	✓				

Language students, SMs (laptop: YES)	✓	✓	✓	✓	✓		✓
TS & SoE students (laptop: YES).	✓	✓	✓	✓	✓		✓

Students of ORG 5 and 6 may use the Internet exclusively in the computer room and at the info terminals. Students of ORG 7 and 8 may also use the PCs in the foyer of the library, but only for school purposes.

6.1.7 General behavior guidelines

Any modification to software or hardware is prohibited without exception. No programs may be saved, installed or started from external data carriers. The removal of cables and unauthorized repair attempts are prohibited. Malfunctions must be reported to the administrator immediately.

Every user undertakes to check his own data media for viruses and other computer malware before use. Appropriate anti-virus software is installed on all computers. The user shall constructively participate in the maintenance of the firewall software.

In the area of all computers of the SSB, the taking and consumption of food and beverages is prohibited. Computer room and library are study places, attention should be paid to silence. For Internet telephony is provided magazine 1 in the library, as well as the classroom in the chapel.

All PCs in the library, in the computer lab, as well as all other internet-enabled communication devices on the Bogenhofen campus, are intended exclusively for school needs as well as private communication. Computers in private households are excluded. Use for other purposes (e.g. video streaming, video games, gambling, pornographic material, occult content, music streaming, darknet, etc.) is expressly prohibited and will result in a temporary account suspension and possibly other consequences (depending on the circumstances). All network traffic is monitored internally and violations will be reported and punished accordingly.

Furthermore, it is expressly pointed out that it is not permitted to download, use or distribute copyrighted software and copyrighted data material (videos, music, images, etc.) from the Internet (unless the express consent of the copyright holder has been obtained), or to gain access to networks and other computers by illegal means.

6.1.8 WLAN

Residents and guests have the possibility to use WLAN in Bogenhofen. Access points are available for guests in the administration building, refectory and castle. WLAN tickets are necessary to authenticate at the access points and can be obtained from the EDP, home management or housekeeping. It is not allowed to grant students of Seminar Schloss Bogenhofen and Privatschule Bogenhofen WLAN access via their own account. The use of own routers, switches, bridges or transmission amplifiers is expressly prohibited. The user of the offered WLAN networks is responsible for all network activities that are handled by his connection.

Residents or tenants are entitled to own and use their own WLAN network. However, they must be checked and approved by the IT department for compliance with the terms of use. WLAN networks may only be used for personal use and may not be made available to pupils and students. Children of residents or tenants are an exception to this rule. The WLAN network must be clearly identified with the surname of the resident in the SSID (name of the WLAN network) and may only be used by means of secured encryption (WPA2).

6.1.9 Controls

The user acknowledges that his data stored in the network, his current computer activity on public computers in Bogenhofen and his Internet traffic can be recorded and viewed and controlled by the administrator at any time. At the public PCs, the screen content can be viewed by the administrator and the pedagogical committee. Checks take place at irregular intervals and without prior notice and serve solely to verify compliance with these regulations and to detect security risks. They are treated confidentially in accordance with the Data Protection Act. Incidents are brought to the attention of the school management only.

6.1.10 Tenant

Tenants agree to monitor and enforce compliance with these terms of use at their apartment connection. Tenants are not permitted to grant access to the Internet to ORG students who are not members of the tenant's family. They will be held liable for violations and a suspension of their connection may result. The school reserves the right to block access to certain sites for ethical reasons.

6.1.11 Legal consequences

It is expressly pointed out that a violation of these provisions may under certain circumstances constitute a criminal offense within the meaning of the Data Protection Act, the Copyright Act or other applicable legal provisions of the Republic of Austria. The SSB reserves the right to file charges in such cases.

6.2 Communication media

6.2.1 ORG and minors

Students are encouraged to obtain a non-Internet capable button cell phone to be reachable, or to be able to reach others, outside of smartphone time.

All residents of the boys' and girls' home who attend the ORG have to hand in their smartphones (of course also tablets or smartwatches with their own SIM card as well as all other internet-capable devices) to the home management of the respective home. This also applies to all students of the DAF course who are under 18 years old.

Smartphones will be registered with the residence director and stored in the assistant's office, in the designated racks. Unregistered smartphones will be confiscated by the end of the semester. Additional consequences are reserved by the dormitory management and the Pedagogical Committee.

In principle, we consider the period until 14:00 as a smartphone-free time. The issuance of smartphones after 2:00 p.m. is carried out by the home management under the following conditions:

1. During the official office hours in the afternoon, it is possible to use the smartphone for contacting relatives and friends who live off campus for 45 minutes. This use takes place without exception in the immediate vicinity of the home office.
2. No smartphone is handed out on the Sabbath.
3. If there is a youth trip on the weekend (youth group - not meal invitations on Sabbath) or an external school event, it is the responsibility of the organizers to inform the home management whether the smartphone is desired to be taken along. If there is no corresponding information, the home management will not issue smartphones.
4. The smartphone is given to students when they go home.

When a student re-enters campus, he or she is required to return the smartphone to the home office as soon as possible and without being asked (proactively), no later than the next office opening time (bring responsibility).

The issuance of smartphones beyond the listed regulations is only permitted if an emergency makes it necessary (e.g. accident in the family). Here, too, it is up to the home's management to decide.

Work afternoon: There is no issue of the smartphone in the work afternoon.

External Students: External students have permission to bring their smartphone onto school grounds, but must keep it muted and hidden in their pocket while on campus. This applies to all school and community events on campus, even outside of normal school hours. Cell phones may only be used to contact home when necessary. In the event of a violation, the smart phone will be confiscated until the end of the day (the student's ride home) and deposited in the teacher's lounge.

Summer Workers: The regulations regarding smartphones also apply to all summer workers on campus during the summer.

Laptop: As a general rule, ORG students are not allowed to bring their own laptops to Bogenhofen, nor are they allowed to bring tablets or other devices that have a similar level of use.

6.2.2 Full age

The following regulations apply to adult participants in the Theological Seminary, the Language Institute, the School of Education, and to student missionaries:

1. The use of cell phones, smart phones, MP3 players, and similar devices is prohibited during class and during school-sponsored events (morning devotions, church services, prayer weeks, school hours, afternoon work, etc.).
2. Smartphones, tablets, laptops, etc. may not be given to ORG students.
3. There is a general internet ban during class time. Students are required to use their laptops exclusively for teaching purposes and to refrain from other activities.

In case of non-compliance with these rules, the responsible department head will be informed. Where necessary, the Pedagogical Committee decides on appropriate consequences.

6.3 Bicycle and car order

6.3.1 Bicycles

1. Bicycles can be brought from home. Each bicycle must be registered with the home management and provided with a registration number.
2. Bicycles are intended for recreational use. They should not be used for travel between homes and school buildings during school hours. Only the established paths are to be used on school grounds. Care should be taken to ride slowly on the grounds.
3. Bicycles are parked exclusively in the places provided for this purpose or in the bicycle storage area. Bicycles that are not parked in the designated places (e.g. on house walls or hedges) will be locked away and can be released for a fee of € 10.
4. Each bike should be equipped with a locking device. We recommend that you take out theft insurance. No liability is assumed on the part of the school.
5. Before leaving the school premises, minors must sign out with the home office and indicate the destination and duration of the absence.
6. We point out the observance of the road traffic regulations (especially when riding in a group). In addition, it should be self-evident that every bicycle user takes care of the technically perfect condition of his bicycle (e.g. function of brakes and lighting).
7. It is recommended to wear a (bicycle) helmet to minimize the risk of head injuries.
8. Bicycles must also be removed at the end of school attendance at Bogenhofen. Bicycles whose owners are no longer pupils/students registered at Seminar Schloss Bogenhofen become the property of the school without consultation and may be disposed of.

6.3.2 CAR

1. Students' cars must be reported to the fraternity house director for easy assignment.
2. Students may use the designated parking spaces for cars.
3. Parking is generally not permitted in the turnaround area in front of the homes or on the driveways and paths of the school grounds.
4. When driving on the school grounds, care must be taken not to drive on the green areas or damage trees and shrubs.

5. The entire school grounds are a traffic-calmed area (play street)! Attention must be paid to walking speed. This applies to all types of vehicles (cars, bicycles, etc.). Driving on the school grounds should be reduced to the unavoidable minimum.
6. Vehicles that are not registered or do not have license plates are not permitted to be parked on school property. We do not provide parking for student caravans (or trailers).

6.4 Home and campus rules

6.4.1 Home Life

The residents of the home form a community, from which arises the self-evident obligation to mutual consideration and comradeship.

1. Arrival and departure days are specified in the annual calendar of Seminar Schloss Bogenhofen. These must be adhered to. For ORG students and all underage students, arrival must take place by 10:00 pm at the latest. At the beginning of school, the arrival time of (at the latest) 20:00 hrs applies to all residents of the home.
2. Room occupancy (also room change) takes place after assignment by the home management. A fixed deposit is to be paid for keys. The rooms may not be locked during presence (also not during the night).
3. All rooms are furnished and can be embellished to your own taste. Furniture rearrangements may not be made. Pictures and posters can only be attached to the pinboard in the room. Damage caused by attaching them to walls or room furnishings must be paid for. All paraphernalia brought into the room must conform to Biblical Christian principles.
4. The room is to be kept clean and tidy (at least weekly cleaning of room and bathroom).
5. To avoid damage to the building, drying clothes in the room or in the hallway is not allowed.
6. At the conclusion of the school year, the room will be left in a clean and ready for occupancy condition.
7. Each resident is liable for damage caused by improper treatment of the room furnishings.
8. The homes are closed to all ORG students during the Christmas and Easter vacations. It is not possible to stay in the homes during these times. However, persons who have no other home or who have difficulty reaching it, as well as adult student missionaries and language students, may stay in the homes on their own responsibility during this time. There is a charge of € 50 per vacation period. During the semester break (February), students of ORG 8 as well as students of the Theological Seminary, the School of Education and the Language Institute may stay in the home at no extra charge. In exceptional cases, students of ORG 5-7 can also stay in the dormitory during the semester break if they participate in cleaning and dishwashing duties after prior consultation with the dormitory management.
9. Saving energy is a global issue. In Bogenhofen, too, care must be taken to use resources responsibly. This means that no power guzzlers, such as lamps with a wattage higher than 60 watts are used, lamps and electrical appliances are not in continuous operation, the heaters are turned off when the windows are open, in winter only brief ventilation is

- provided (shock ventilation) and hot water is used sparingly. Cooking, baking and heating appliances are not permitted in the rooms. Kettles (ÖVE standard) are only permitted with express permission.
10. The use of the home kitchen is possible until 10 pm. Keys are available for a deposit of 20€ in the home management. In case of unclean or untidy left kitchen, as well as too late return (after 10 pm) of the key, the deposit will be retained. This will be added to the BH / MH cash box.
 11. Since the Sabbath breakfast is already served on Friday evening, each resident of the home must bring an eating utensil (plate, cereal bowl, cup, cutlery). A fresh food container with a lid to store cereal, fruit, etc. is required.
 12. Entry into the rooms by third parties requires the consent of all residents of the room concerned.
 13. The dormitory managers and the school management have the right to enter the rooms at any time (privacy is respected).
 14. For fire safety reasons, the following must be observed without exception:
 - a. Open fires or lights (e.g. candles, oil lamps) as well as flammable or explosive substances are strictly prohibited (cf. Bogenhofen Fire Protection Ordinance).
 - b. The aisle doors must not be kept open permanently.
 - c. No private furniture may be placed in the aisle.
 - d. Nothing may be stored outside the shoe racks.
 - e. Fire extinguishers may be taken down only in case of fire (abuse 100€).
 15. Phone calls in the hallways of the homes are permitted until 10 pm.
 16. Keeping animals is not allowed for hygienic and health reasons.
 17. Common areas (lounge, kitchen, gym, auditorium, juice store, etc.) are to be kept in a clean and orderly condition.
 18. The school is not responsible for private belongings, valuables or money. We recommend that you leave valuables in the school's safe or lock them in your room locker or desk (BH).
 19. Home residents are required to sort and deposit their garbage according to the labeling at the garbage site.
 20. Guests can only stay overnight in dormitory rooms after timely consultation with the dormitory management. Home residents have two free nights per semester available for guests (without meals and bed linen; non-transferable). Further costs for accommodation and meals are to be paid according to the price list.
 21. The homes are equipped with an electronic locking system. This system automatically locks the entrance doors every day at 10:00 pm, Sabbaths at 11:00 pm. In the morning the entrance doors of the homes are open from 6:15.
 22. From the age of 18, an electronic key (Blue-Key) can be requested for a deposit of 20€. This allows individual access to the homes (ORG max. 23:00). Misuse or passing on of an exit key will result in removal. In case of loss, the deposit will be retained.
 23. No other person may be allowed into the home who does not have a key for the corresponding time zone. Misuse will result in the removal of the Blue Key.

6.4.2 Outputs

1. All exits of students up to the age of 18 must be reported to the home supervisor on duty. A sign-out sheet must be completed for this purpose. Students may only leave school grounds with a signed permission slip.

6.4.3 External overnight stays

1. Home stays are permitted on all weekends (exceptions are final weekends of the two prayer weeks). For external overnight stays, all students (including those of legal age) are required to submit the "Request for External Overnight Stay" form to the home office at least 24 hours before the planned departure. Departure may not occur until approved for those under 18 years of age. Trips that are started without an approved request are tantamount to leaving school grounds without permission.
2. Students 18 years of age or younger need advance permission from a parent or guardian if they wish to stay overnight away from home.
3. Return after weekend trips shall be in accordance with the applicable home time.
4. Transportation to/from the train station or airport by school personnel is only possible at the beginning and end of the school year, at Christmas, semester and Easter vacations after timely announcement (charging according to the list of the transportation service).

6.4.4 Diseases

1. Illnesses of homebound students must be reported immediately to homebound management. No excuses will be issued for ORG students in case of absence.
2. In case of sick leave, the home may only be left after consultation with the home's management.
3. Doctor's rides are organized only for students of ORG (billing according to the fare list of the transport service). Students are expected to organize themselves.
4. Medication is stocked in the homes, but only for emergencies. Regular medication or illness-related medication and dressing materials can be brought by pupils and students or procured by the home management for a fee.
5. Medication for minors is stored with the home's management. Medication for adults must be locked away or handed in to the home's management.
6. Allergies and chronic illnesses, including the corresponding medication, must be reported to the home's management and, if necessary (in the case of food intolerances), to the kitchen management.

6.4.5 Media

Since media consumption has an impact on your personal life, the following rules should be observed:

1. Every cell phone (incl. telephone number) must always be registered with the home management.
2. TV sets as well as DVD players are not allowed in the rooms.
3. Computers are not permitted in the rooms for ORG students. Students in the Theological Seminary, School of Education, and Language Institute, as well as student missionaries, may also use computers in their rooms for study purposes. Sharing with students or joint movie consumption in the rooms is not permitted. Students under the age of 18 are subject to the same rules as ORG students.
4. A WLAN setup is generally prohibited on the entire school premises. Exceptions are regulated by the IT administrator.
5. Skype booths have been set up in both homes. The use of these is exclusively reserved for Skype communication. Misuse will be punished.
6. Media players are allowed for ORG students only upon request and registration (dormitory management).
7. Radios and sound carriers are permitted in the room at room volume (after 9:30 p.m. only with headphones). Headphones are generally not permitted on campus to prevent the risk of isolation. Exceptions are: own room, library, computer room, fitness room. At work (work afternoons) they are generally prohibited for occupational health and safety reasons.

6.4.6 Lifestyle Issues

Christian living is also characterized by self-control over harmful behaviors and substances. Therefore, the following things should be observed:

1. Tobacco, alcohol, caffeinated beverages and all types of narcotics and drugs are taboo. Unannounced drug tests are possible in suspected cases.
2. Non-alcoholic beer (with the exception of malt beer) is undesirable both on campus and at all school-sponsored events due to its close proximity to the alcoholic equivalent and the negative role-model function associated with it. The exception is private households on campus, but they are encouraged to consume such beverages in private at most and to avoid them altogether when students are present.
3. All print media (e.g., books, magazines, posters), toys, websites, etc., should conform to biblical Christian principles.
4. Personal hygiene, regular changing and cleaning of clothing and bedding is expected.
5. Bedding and linens can be borrowed from the school for a deposit and a small rental fee.
6. Attention must be paid to a tasteful appearance. Provocative clothing is not desired.
7. Preparation, storage and consumption of fish, meat and meat products is not allowed.

6.4.7 General rules of conduct

When many people live together in one place, it is necessary to show a high degree of consideration. Therefore, the following rules of conduct are considered binding:

1. In the home there is an unconditional night's rest from 22:00. In general, attention should be paid to noise avoidance in the home.
2. The following home hours apply:
 - Until the age of 17: 9:40 p.m.
 - From the age of 18: 11 pm
3. Visits to the rooms or hallways of the opposite sex are not permitted. This applies to all areas of the home. Exceptions are the so-called "open day". Short sick visits by the opposite sex are possible with special permission from the home's management from the second day of illness.
4. Visits by persons from outside the home require the express consent of the home's management.
5. The homes may only be entered and exited through the doors and during opening hours.
6. Campus quiet is in effect after midnight, which means no recreational facilities (gym, etc.) may be used after midnight. This applies to all students, employees, campus residents as well as external parties.
7. There should be no noise on campus after 10 p.m., which means no soccer or other outdoor games, celebrations, etc.
8. Pond throwing (throwing people into the bogi pond) is generally prohibited.

If you have any questions or uncertainties, please feel free to contact the home's management.

6.4.8 Room searches

Unannounced room searches to check for drugs, weapons, pornographic or occult material, for example, are possible at any time at the discretion of the home's management. If possible, they should be carried out in the presence of the person(s) concerned, but in urgent cases (suspected drugs, weapons, imminent danger) they can also be carried out without them.

6.5 Plagiarism Policy

6.5.1 What is appropriate?

Scientific ethics require that intellectual creations, ideas and theories of other persons be identified by a reference, even if they are only reproduced in the text in spirit. In written work, therefore, authors are expected to cite the sources whose content they quote or paraphrase. This must be done in a scientific form that usually corresponds to the subject area. As a rule, this obligation does not apply to so-called "handbook knowledge", i.e. basic knowledge whose general knowledge in the subject area can be assumed.

6.5.2 What is considered plagiarism?

Plagiarism is the complete or partial adoption of another's work without indicating the source and the author. Plagiarism is a violation of copyright. It is the theft of intellectual property, the unlawful appropriation of another's thoughts, ideas, etc. in the artistic or scientific field and their publication (source: Günther Drosdowski, [ed.], *Duden: das große Wörterbuch der deutschen Sprache*, Mannheim: Dudenverlag, 1994).

Plagiarism is considered a serious academic offense. Academic misconduct also includes cheating or deception on exams.

The following actions constitute plagiarism in the broader sense (cf. unijournal 4/2006, article by Prof. Ch. Schwarzenegger):

The author (pupil, student, teacher)

- submits a work created by another person on commission ("ghostwriter") under his or her name.
- submits another's work under his own name (full plagiarism).
- submits the same work (or parts thereof) on different examination or course occasions (self-plagiarism). The work may use the student's own previous work, which should then be indicated, and must show a development in the student's thinking.
- translates foreign-language texts or parts of foreign-language texts and passes them off as his/her own without citing the source (translation plagiarism).
- takes parts of text from another's work (book, magazine, newspaper, internet, web-based database of essays, term papers, etc.) without identifying the source with a citation. This also includes using parts of text from the Internet without indicating the source.
- takes parts of text from another's work and makes slight text adaptations and rearrangements (paraphrasing) without identifying the source with a citation.
- takes over parts of text from another's work, paraphrases them at most, and cites the corresponding source, but not in the context of the taken-over part(s) of the text (example: hiding the plagiarized source in a footnote or bibliography at the end of the paper).
- Copies from a colleague's work (also applies to exams) or presents ideas developed in collaboration with other students, scholars, or colleagues without acknowledging the contribution of others.
- aids and abets plagiarism.
- gains early access to a test, exam or exam questions.
- violates any other copyright or license policy.

6.5.3 Detect and prevent plagiarism

Plagiarism is often recognizable by the fact that certain parts of written work are written in a different style ("style break") or that the way of argumentation does not correspond to the level of

the author. If an electronic version of the work is available, it can be checked using special software (e.g. AntiPlagiarism).

The student should add the following section to their paper:

I certify that I have prepared the written work (coursework, departmental paper, term paper, etc.) independently and have not used any aids other than those indicated. All passages that are taken from other works in terms of wording or meaning have been clearly marked as borrowed in each individual case, with precise indication of the source (including the Internet and other electronic data collections). This also applies to attached drawings, pictorial representations, sketches and the like. I certify that this paper has not been submitted in any other course or subject. I acknowledge that proven failure to identify the source may be considered attempted deception or plagiarism and may result in action up to and including revocation of the degree.

Place, Date:

Signature:

6.5.4 Recommendations for dealing with plagiarism

Recent studies show that plagiarism is on the rise for two reasons in particular: Students feel overwhelmed due to the specific implementation of study structures in some courses. In addition, they hardly have to fear penalties due to vague legal regulations. Plagiarism can be done consciously to save time and avoid effort, or it can be done unconsciously or naively due to unscientific study methods.

The Bogenhofen Castle Seminar therefore recommends first and foremost an examination and implementation in those subjects in which scientific work can be systematically practiced. Among other things, this means:

1. Students will be given the plagiarism policy.
2. The basics of the topic "What is plagiarism?" are taught in the course "Study Methods" or in the preparation for the pre-scientific work.
3. Teachers and instructors may need to reduce the learning load (attendance time, too much coursework, homework) so that students can write academic papers that are appropriate in terms of content and methodology.

6.5.5 Procedure for scientific misconduct

In the event of an attempt to influence the result of an examination by cheating, the examination in question is deemed to have been assessed as "failed" at the Theological Seminary, the School of Education, and the Language Institute. In the ORG, the student must reapply, as the examination performance will not be graded. The carrying of unauthorized aids after the start of the exam is always an attempt to cheat.

In the case of a scientific paper (term paper), a basic distinction can be made between two forms of plagiarism:

1. Sentence fragments are stated as the author's own thoughts without appropriate marking: Here, it is at the discretion of the assessor whether the author is allowed to revise the scientific work (paper, term paper, etc.).
2. Entire text passages and/or argumentation contexts of others are given as own thought material without appropriate marking: If there is a justified accusation of plagiarism here, the teaching commission (teaching staff of the respective department) will decide on sanction measures in a disciplinary procedure.

6.5.6 Procedure of disciplinary proceedings

1. Disciplinary proceedings are opened by means of an appropriate notification from a teacher or lecturer to the respective teaching staff.
2. The teaching staff will review the case and decide whether to reject or implement a procedure.
3. The student will be notified in writing of the action and asked to respond in writing within ten days or to appear before the teaching staff, which may include the student representative of the respective department if the student so desires.
4. If plagiarism is found to have occurred, disciplinary action listed below may come into play.
5. The teaching staff will write a record of the disciplinary decision. The pupil or student receives a copy of it.
6. Documentation of plagiarism will be retained by the administration (received by the Registrar) and, assuming no further academic misconduct occurs, will be destroyed upon graduation.
7. If it is not discovered until after graduation that a student is guilty of plagiarism, the institution may revoke the corresponding degree.

6.5.7 Disciplinary action

The following disciplinary actions are possible:

- written reprimand without further action (e.g., for a first offense of a minor nature in the first year of study);
- a grade of 0% for the corresponding course work with permission to repeat this course work without imposing a maximum grade (grading limit);
- a grade of 0% for the corresponding course work with permission to repeat this course work, so that a maximum grade of 71% can be achieved for this course work (grading limit);
- A grade of 0% for the corresponding course credit without permission to retake that course credit, but receiving a grade for the corresponding course (with the 0% factored in);
- a grade of 0% for the corresponding course work without permission to repeat this course work, so that a maximum grade of 71% can be achieved for the corresponding course (grade: 3);

- a grade of 0% for the entire course, so that this course can be taken again at the earliest at the next opportunity;
- Exclusion from courses for no more than one term, so that this term can be repeated at the earliest at the next opportunity (suspension);
- Exclusion from studies for a period determined by the Teaching Committee (de-registration);
- Withdrawal of the degree from the Bogenhofen Castle Seminary.

In determining the nature and duration of disciplinary action, the importance of the interests of the Seminary impaired or endangered, on the one hand, and the fault, motives, and conduct of the accused, on the other, shall be decisive.

6.5.8 Limitation

The limitation period is six months from the date of discovery of the plagiarism.

6.6 Guidelines working afternoon

6.6.1 Hours regular

Each student living at the boarding school is required to work a total of 5 or 4.5 hours twice a week, and each student living off-site is required to work a total of 3 hours once a week.

6.6.2 Time of work assignments

Work afternoons are held on Tuesdays from 2:00pm-5:00pm and Fridays from 2:00pm-4:00pm (summer time) or 2:00pm-3:30pm (winter time).

6.6.3 Exceptions

Students who are married are only required to work 3 hours.

Students who are married and have children are exempt from work afternoons.

As a general rule or above, students who have taken the lead in any of the following areas are excused from 2 or 1.5 hours of Friday afternoon work:

- BSV President
- SK President
- Overall youth leader
- Recreation Team Leader
- Mission Team Leader

The exemption for leadership functions in student work can only be combined with another exemption (living externally or being married). If a special constellation of exceptions (e.g. married,

has children, specific task) results in a reduction of hours beyond the actual duty, this cannot be claimed as plus hours.

If a leadership team is formed, the waived hours may be split between two people in consultation with the work afternoon leader.

Further exceptions are possible in consultation with the management of the work afternoons in individual cases.

6.6.4 Making up for missed work

Any missed work must be made up as necessary. Hours not worked, even by the end of the school year, will be charged to the school account at the increased rate of €16.00 per hour. On their own responsibility, pupils and students must ensure that they contact the work afternoon management in order to be able to work off their minus hours. Hours worked elsewhere (without prior agreement) cannot be credited accordingly.

6.6.5 Unexcused absence

Students who forgot to sign out and did not show up at work will be counted as a double minus for the day's work time.

6.6.6 Disease

Absence from work due to illness will only be excused if written confirmation is received in the morning. If the case of illness is reported shortly before the start of working hours (or after the start of the 5th hour at 11:45 a.m.), the working time will be counted as a minus.

6.6.7 Excursions and other school events

During school events (class trips, field trips, etc.), all participating students are exempt from the afternoon work requirement. However, those who do not participate in the school event are required to perform work.

6.6.8 Exam times

Regular work afternoons end for day students with the last official week of school. Matura students are exempt from work afternoons seven days before the start of the first written exam, during exam week, and during the week before the oral exams. Otherwise, boarding students perform 3 hours of work per week between written and oral exam week. Theology students and language students do not have afternoons of work during exam week. After the last exam, this arrangement ends. Graduate theology students have 7 days off before the major final exam. In special exceptional cases related to VWA work, individual ORG 8 students may be given work afternoons off after the Christmas break. In this case, consultation must be made with the ORG director.

6.6.9 Events

Preparations for school events can only be made on a working afternoon if the event is held on the same day and the preparations cannot be made earlier or later for technical reasons.

6.6.10 Sniffers

Tasters are required to participate in the afternoon of work.

6.7 School rules ORG

6.7.1 Desire for Academic Excellence

It is the goal of the Bogenhofen Upper Secondary School to awaken in everyone the desire to develop their gifts and abilities to the highest possible level and to approach tasks now their education and later life with a positive attitude.

6.7.2 Lesson times

1st hour	07:30 - 8:20
2nd hour	08:25 - 9:15
Devotion	09:20 - 9:40
3rd hour	09:45 - 10:35
4th hour	10:50 - 11:40
5th hour	11:45 - 12:35
6th hour	12:35 - 13:25
Lunch break	13:25 - 14:30
7th hour	14:30 - 15:20
8th hour	15:20 - 16:10
9th hour	16:20 - 17:10
10th hour	17:10 - 18:00

6.7.3 Start of hour

Immediately after the bell rings, students will go to their respective classrooms and close the doors.

The teacher's entry into the classroom is registered by the students standing up at their own seat.

Students will bring their classroom materials for that day to classrooms and have them prepared when the teacher arrives.

If there is no teacher in the class 10 minutes after the bell rings, the class representative will report it to the office.

6.7.4 Keeping the school building and classrooms clean

In the school building, order and cleanliness should be observed in the interest of all. In case of gross contamination, the class is responsible for cleaning.

Design of the classroom by students is allowed with the consent of the management.

The tables will not be smeared. All damage must be reported immediately to the secretary's office. In the event of demonstrable wilful damage, the party causing the damage or the class association must pay for the costs incurred.

Whoever is last in the classroom or special classrooms at the end of the morning will be instructed by the teacher to clean up the classroom and close the windows.

Books and other school supplies may be left in the bank lockers or deposited in lockers. Lounge areas are available in the homes or the cafeteria.

No eating during class time, food is to be put away at the beginning of class.

6.7.5 Break order

During the breaks, students may stay in the classes, in the corridors or also on the school premises. Leaving the school grounds during class time is not permitted.

6.7.6 Delays

(Unexcused) tardies will be entered in the class register. Unexcused tardiness counts as one unexcused lesson from two minutes.

Unexcused absences above a tolerance level of five per semester will result in making up missed "class duties" as part of a double workload. In addition, the student will receive only a behavioral grade of "satisfactory" on the school transcript or annual report card.

If five unexcused hours accumulate a second time, the student will be sent for an interview with the principal by the class president. A doubled work load will be incurred repeatedly. In addition, he or she will receive a behavior grade of "less than satisfactory" on the school report or annual report card. This also means that the school contract is terminated. A new application for admission must be submitted. In the case of an admission, this will initially only be made on probation for the next semester.

6.7.7 Absenteeism from classes

If an oral or written examination is missed, it will be made up at the next possible date without further notice, unless the student arranges another date with the teacher in advance.

A student may be absent from class only if.

- there is a justified prevention,
- permission to stay away has been granted beforehand,
- there is an exemption from participation in individual subjects.

In particular, justified prevention is considered to be:

- Illness of the student,
- Illness of parents or other relatives when they are in absolute need of the student's assistance temporarily,
- Extraordinary events in the student's life or in his or her family
- Inaccessibility of the route to school or inclement weather if the student's health is endangered as a result.

In the event of any absence, the head of the home (internal) must be notified or an entry made in the electronic class register (external) (also for students who are of age). If a student's condition worsens during class and he/she wishes to be dismissed from class, this is possible with the help of a sign-out confirmation. This is to be submitted to the head of the class (external) or the head of the home (internal) and conditions for a future excuse of absence.

At the end of the absence, an excuse from the parent/guardian or home office must be submitted to the class director without delay (no later than two weeks thereafter, otherwise the hours will be considered unexcused). It is not the responsibility of the class director to remind students of excuses; it is the student's responsibility to bring them.

Permission to be absent for up to one day of class is granted by the head of the class, for more than one day by the management (request by parent or guardian with justification). In such cases, the management will issue a leave of absence, which must be handed over to the head of the class.

After consultation with the Class Dean, additional days off from school may be awarded under the following conditions:

- Two free days per school year for students (ORG 6-8, except lateral entrants from abroad) with excellent results or grade point average of less than or equal to 1.5 (with max. 1x sufficient)
- One free day per school year for students (ORG 6-8, except lateral entrants from abroad) with good results or grade point average of less than or equal to 2.0 (with max. 1x sufficient)

These days off may not be taken during prayer weeks or on days when school matters militate against them (exams, schoolwork).

6.7.8 Participation in school trips

Participation in school trips is only possible for students who are inconspicuous in their behavior. With a behavior grade of "less than satisfactory" or "not satisfactory", participation is not possible.

6.7.9 Encourage through homework and study time

Our teachers make every effort to ensure that the lessons are successful through exercises that our students do on their own outside of class. In this way, we want to ensure learning success. We expect all students to complete these homework exercises.

In order to avoid overload, homework assignments are entered into the electronic grade book by all teachers so that the workload is visible to all students.

In order to prevent students from failing to meet the class goal due to negligence in this matter, supervised study time (=study time) in the evenings shall assist them in completing their assignments. This measure applies to boarding students and is carried out according to the following criteria:

A grade point average below 2.0 exempts a student from study time. A report card without a D may also exempt a student from study time. In all cases, the teacher's conference will decide on participation in study time based on the recommendation of the class director.

At the same time, the College will record at the monthly meeting whether students are required to attend study time. This may occur in the event of organizational or other deficiencies on the part of the student. Study time is considered a mandatory class period for the student in question. The study time supervisor is responsible for noting students in attendance in the electronic grade book.

DECLARATION OF CONSENT

Name

I have read the Student Handbook thoroughly and agree to abide by the regulations given and to contribute to a Christian atmosphere on campus and in the classroom. I agree to be photographed/videotaped in the course of school events and that these photos/videos may be published on the school website and in other school publications.

Place and date

Signature of the pupil/student

We have taken note of the present "Student Handbook".

I also agree that my son/daughter may be photographed/filmed in the course of school events and that these photos/videos may be published on the school website and in other school publications.

_____ Ort und Datum

_____ Unterschrift der Erziehungsberechtigten