

## SOP for eLPC (Sept 2018)

1. Assignments can be from the lecturers teaching the weekend courses or from the book reports of required readings.
2. Upon completion of the assignment, the student sends a copy to the administrator of BOM (email : scacbom@gmail.com ), a copy to SCAC.eLPC@gmail.com and also a copy to the church office where the Local Preacher is based. A hardcopy of their assignment must be kept in the church office.
3. Upon receipt of the assignment, the administrator records it and then sends it to the lecturer or pastor marking the assignment.
4. Time given for marking is two months. The admin sends a reminder after 6 weeks.
5. Upon receipt of the marked assignment, the admin records it and then sends it back to the student, SCAC-eLPC@gmail.com and the church office. This applies both to the hard copies and soft copies of the assignments.
6. ***At the end of each year, the Administrator will compile the grades for the units and modules completed by the candidates and send the transcripts to the Chairperson of the English Ministry Committee, the candidates and the pastor in Charge of their respective churches.***
7. Upon approval of the registration of the candidate, the fee of RM250 must be paid. This includes the registration fee, and the book reports to be marked. At the end of each year, the administrator must calculate and make payments to the lecturer or pastors marking the reports. Payment should only be made after the marked assignment is returned to the administrator.  
Weekend course studies is at RM200 per weekend of 12 hours. The lecturer teaching the weekend will be paid RM30 per hour