

TORONTO SCHOOL OF THEOLOGY

TH.D. AND PH.D. HANDBOOK



Published: September 2013
Updated: August 2014

Updates will be posted on the TST website at www.tst.edu

September 2013

TORONTO SCHOOL OF THEOLOGY
Program Handbook
Doctor of Theology (Th.D.) and Doctor of Philosophy in Theology (Ph.D.)

Table of Contents

Introduction

- 1 Advanced Degree administration
 - 1.1 Advanced Degree Council (ADC)
 - 1.2 The participating colleges
 - 1.3 The departments
 - 1.4 Policies and regulations
 - 1.5 Location
 - 1.6 Conferral of degrees
- 2 Rationale of the Th.D./Ph.D. program
 - 2.1 Purpose of doctoral studies at TST
 - 2.2 Fields of study
 - 2.3 Stages of the program
 - 2.4 Specific learning outcomes
- 3 Admission
 - 3.1 Requirements for admission
 - 3.2 Procedures for applications for admission
 - 3.3 Request for reconsideration
 - 3.4 Fulfilment of conditions
 - 3.5 Research language deficiencies
 - 3.6 Limitation
- 4 Special Admissions
 - 4.1 Special admissions to the program
 - 4.2 Special Student categories (non-degree)
- 5 Research language requirements
 - 5.1 Languages required
 - 5.2 Acceptable evidence of skill
- 6 Candidacy
 - 6.1 Maintaining registration
 - 6.2 Residence
 - 6.3 Full-time/part-time status
 - 6.4 Study outside TST
 - 6.5 Time limits
 - 6.6 Withdrawal
 - 6.7 Terminal reinstatement
- 7 Course stage
 - 7.1 Orientation

- 7.2 Supervisory committees
- 7.3 Normal full-time course load
- 7.4 Advanced standing, transfer credits, advanced placement
- 7.5 Types of courses
- 7.6 Required courses
- 7.7 Language courses
- 7.8 Course Registration
- 7.9 Audited courses
- 7.10 Grading scale
- 7.11 Course deadlines
- 7.12 Minimum grade average
- 7.13 Transition to following stage
- 8 Comprehensive examinations
 - 8.1 Objective
 - 8.2 Form
 - 8.3 Record-Keeping
 - 8.4 Time limit
 - 8.5. Requirements for completion of comprehensives stage. In evaluating the comprehensive stage, the overall criterion is the student's demonstrated competence and the likelihood that he or she will be able to research and write a successful thesis in the field within a reasonable length of time.
 - 8.6 Regulations by department and area of concentration
- 9 Thesis proposal
 - 9.1 Registration
 - 9.2 Appointment of the thesis director
 - 9.3 Appointment of a thesis proposal committee in the Biblical, Historical, and Theological departments.
 - 9.4 Refinement of a thesis topic
 - 9.5 Form and contents of the thesis proposal
 - 9.6 Initial approval of the thesis proposal
 - 9.7 Change in proposal
- 10 Thesis stage
 - 10.1 Registration
 - 10.2 The thesis supervisory committee
 - 10.3 Writing the thesis
 - 10.4 Form of the thesis
 - 10.5 The thesis examination committee
 - 10.6 Submitting the thesis
 - 10.7 Preliminary examination of the thesis
 - 10.8 Further examination
 - 10.9 The oral defence
 - 10.10 The evaluation
 - 10.11 Preserved documentation
 - 10.12 Clearance for graduation
- 11 Papers and theses
 - 11.1 Paper and printing

- 11.2 Style regulation
- 11.3 Proofreading
- 12 Transfer to a Master's Program
- 13 Tuition fees and other charges
- 14 Academic appeals
 - 14.1 General considerations
 - 14.2 Channels of recourse
 - 14.3 TST Advanced Degree Academic Appeals Committee
 - 14.4 Procedures for TST appeals
 - 14.5 Hearing
- 15 Discipline and complaints
 - 15.1 Academic discipline
 - 15.2 Harassment
 - 15.3 Matters under college jurisdiction
 - 15.4 Grievances
- 16 Teaching experience and mentoring
 - 16.1 Expectations concerning opportunities to teach
 - 16.2 Collaborative teaching
 - 16.3 Responsibility
 - 16.4 Instructorship
 - 16.5 Lecture in area of specialization

APPENDIX 1 - Fields of Study, Areas of Concentration and Subjects

APPENDIX 2 - Statement of Intended Outcomes for the Th.D./Ph.D. Program

Introduction

The Th.D./Ph.D. program is intended primarily to equip persons for vocations of teaching and research in theological schools, colleges and universities, or for the scholarly enhancement of ministerial practice. Admission is highly selective and is limited to students who have completed a recognized master's degree in theology with first-class standing, and normally with a thesis. In addition, entering students must be fluent in English and must be competent in at least one other research language. The Th.D./Ph.D. program requires two years of full-time study, followed by a period of post-residential study which should not exceed four years. The program is divided into four distinct stages. (1) In the first stage, the student completes a supervised program of advanced coursework. A full load of coursework is three courses per term, and the student must complete a total of six, eight, or nine courses, depending on his or her department of registration. The student must also meet the requirement of three research languages in addition to English (four in the Biblical department). (2) In the second stage, the student must then prepare and pass comprehensive examinations. The requirements for these examinations vary according to the department. (3) In the third stage, the student submits a proposal for the doctoral thesis. (4) Finally, the student must research, write and orally defend a major thesis of approximately 250-300 pages (but no more than 80,000 words). The thesis must make an original contribution to theological scholarship and demonstrate the student's competence to advance theological understanding for the sake of church, academy and society.

Each doctoral student works under the supervision of one of the four academic departments and within one of the four fields of study. The *Biblical Department* supervises programs in the field of biblical sources, with two areas of concentration: Old Testament and New Testament. The *Historical Department* supervises programs in the field of the history of Christianity. The *Pastoral Department* supervises programs in the field of pastoral praxis, with five areas of concentration: homiletics, pastoral theology, religious education, liturgy, and Christian spirituality. The *Theological Department* supervises programs in the field of theology, with four areas of concentration: systematic theology, philosophical theology / philosophy of religion, Christian ethics, and interdisciplinary studies. These fields of study are addressed in an ecumenical context and in relation to the wider world and to other religious faiths.

This handbook is the official statement of the academic policies and procedures for the Th.D./Ph.D. program.

1 Advanced Degree administration

1.1 Advanced Degree Council (ADC)

Academic policies for the Th.D./Ph.D. degree are established by the Advanced Degree Council (ADC) of the Toronto School of Theology (TST). Members of the ADC are appointed from the participating colleges, the departments, the University of Toronto and the Advanced Degree Students Association. ADC policies must be congruent with the accrediting standards of the Association of Theological Schools in the United States and Canada (ATS); and government statutes and regulations. In addition, these policies as they pertain to the Th.D. must be congruent with the Memorandum of Agreement among the TST, the participating colleges and the University of Toronto; and with the policies of the Ontario Council for Graduate Studies (OCGS) or its successor (to be established in conjunction with the Ontario Universities Council on Quality Assurance). Academic policies are administered collaboratively by the Director of Advanced Degree Programs of the TST (TST AD Director), by the Director for Advanced

Degree Studies in the student's college of registration (college AD Director) and by the academic department in which the student is registered.

1.2 The participating colleges

Every Th.D./Ph.D. student must be accepted into one of the six participating theological institutions ("colleges") and every applicant for admission must choose a college. The colleges are Emmanuel College (United Church of Canada), Knox College (Presbyterian Church in Canada), Regis College (Roman Catholic, Society of Jesus), the Faculty of Theology of the University of St. Michael's College (Roman Catholic, Basilian Fathers), the Faculty of Divinity of the University of Trinity College (Anglican) and Wycliffe College (Anglican). The colleges do not establish independent program requirements for the Th.D./Ph.D. program. They support their advanced degree communities in various ways, including financial aid.

1.3 The departments

Every Th.D./Ph.D. student must be accepted into one of the four TST departments and every applicant for admission must choose a department. The four departments are the Biblical, the Historical, the Pastoral and the Theological.

1.4 Policies and regulations

This handbook constitutes the authoritative statement of ADC policies and regulations. A decision to waive or relax an ADC regulation in an individual case may be made only by the ADC, and then only by exception for compelling reasons. This handbook also includes many policies and regulations of the departments. A decision to waive or relax a regulation which is identified as a departmental regulation may be made only by the department concerned. In accepting an offer of admission, the student becomes subject to all rules, regulations and policies contained in the Handbook and assumes the responsibility to become familiar with its contents.

1.4.1 Subsequent changes. During the course of a student's program it is to be expected that the ADC will make decisions about requirements, policies or procedures that will result in changes to this Handbook. With respect to program requirements, a student is normally governed by the requirements that were in place when he or she first registered in the program. Students cannot be bound by changes in program requirements, though they have the right to opt into any change if they wish. Most changes in policy and procedures, however, will be applicable to all students once they have been incorporated into the Handbook, especially those that involve TST structures (e.g., committees, thesis defence procedures) or that are mandated by the terms of our ATS accreditation (e.g., course or program evaluation) or our U of T affiliation (e.g., appeals process). It is the student's responsibility to stay informed about changes to the Handbook and to seek advice when unsure as to which edition of the Handbook is applicable. If a student feels that he or she has been put at a disadvantage by changes in policy or procedure, he or she can petition the ADC to allow the original Handbook to be followed in this instance or to make other appropriate accommodations.

1.4.2 Requests, petitions and appeals. A "request" is an initiative taken by a student with the purpose of taking advantage of a provision allowed under the terms of the Handbook. A "petition" is an initiative whose purpose is to seek an exception to some Handbook regulation. An "appeal" is an initiative whose purpose is to seek a change to an academic decision which affects a student adversely and which he or she considers to be unjust or inappropriate.

1.5 Location

The AD Office of the TST is located at 47 Queen's Park Crescent East, Toronto, Ontario M5S 2C3. Phone: 416-978-4050; e-mail: tstadv.degree@utoronto.ca.

1.6 Conferral of degrees

The Th.D. is conferred by the student's college of registration conjointly with the University of Toronto. The Ph.D. is conferred by The University of St. Michael's College alone. In each case the degree is conferred under the authority of statutes and regulations of the province of Ontario. Both the Th.D. degree and the Ph.D. degree are administered by the TST. A Ph.D. student registered at any of the six participating colleges is eligible upon completion of requirements to receive the Ph.D. from the University of St. Michael's College. St. Michael's also offers the Th.D. conjointly with the University of Toronto. Both the Th.D. and the Ph.D. are offered in all four TST departments. The requirements for the Th.D. and Ph.D. degrees are identical.

2 Rationale of the Th.D./Ph.D. program

2.1 Purpose of doctoral studies at TST

The doctoral program is designed to support and direct students at the highest level of academic study in the theological disciplines. Students work in a collegial and collaborative context, while also acquiring the skills and resources for independent study. A doctoral graduate will have engaged his or her area of interest in sufficient depth to undertake original specialized research, and he or she will have acquired the breadth of perspective and knowledge essential for post-secondary teaching in his or her discipline. Most doctoral graduates are appointed either to teaching positions or to roles of theological leadership in the Church.

2.2 Fields of study

2.2.1 Fields of study and areas of concentration. Four fields of study with corresponding areas of concentration are available for Th.D./Ph.D. students in the TST.

2.2.1.1 Biblical sources. The following two areas of concentration are administered by the *Biblical department* within the field of biblical sources.

2.2.1.1.1 Old Testament. This area includes the language, literature, hermeneutics, theology and historical context of the canonical Old Testament, as well as related and parallel literature in the ancient Near East, and the history of interpretation.

2.2.1.1.2 New Testament. This area includes the language, literature, hermeneutics, theology and historical context of the canonical New Testament, as well as related and parallel literature in the contemporary eastern Roman Empire, and the history of interpretation.

2.2.1.2 History of Christianity. This field of study is administered by the *Historical department*. "History of Christianity" is understood in the broadest sense to include the variety of Christian traditions over the ages and throughout the world as expressed in Church, thought, and society. The department primarily accepts students who wish to prepare theses in some aspect of the following areas in the history of Christianity: Early; Western Medieval; Byzantine; 16th, 19th and 20th century European (including British); United States; Canadian.

2.2.1.3 Pastoral praxis. The following five areas of concentration are administered by the *Pastoral department* within the field of pastoral praxis.

2.2.1.3.1 Homiletics. Homiletics is concerned with the history, theory and practice of preaching in relation to hermeneutics, Biblical studies, theology, liturgy, rhetoric and the life of the church.

2.2.1.3.2 Religious education. Religious Education is concerned with the philosophy and theology of education, the history of religious education in the various traditions of the Church, and with practical and theological reflection on the various forms of developmental psychology and educational theory, as well as the influence of education in many dimensions of church life.

2.2.3.1.3 Pastoral theology. Pastoral Theology is concerned with the interpretive interplay between foundational theological issues and the practical contexts of the pastoral functions of the church. It is also concerned with psychological and sociological theory and the practice of pastoral care in relation to Christian theology.

2.2.1.3.4 Liturgy. Liturgy is concerned with the historical, biblical, theological and pastoral dimensions of worship in Christian tradition, including the study of textual sources, ritual and ceremonial practices, and liturgical art, architecture and music.

2.2.1.3.5 Spirituality. Christian Spirituality is concerned with the history and practice of the spiritual life, as well as with its theoretical and practical connections with other theological disciplines and with other areas of specialization such as psychology.

2.2.1.4 Theology. The following four areas of concentration are administered by the *Theological department* within the field of theology.

2.2.1.4.1 Systematic theology. The study of Christian beliefs, systems of doctrine, and teaching, and their relation to other areas of thought.

2.2.1.4.2 Philosophy of religion / philosophical theology. The central concern in this area is the interface between philosophy and theology. Attention is focused on those areas of theological reflection given to the relational placing of Christian theology rather than to its content. While not minimizing the task of theology in interpreting the uniquely revelational, kerygmatic content of the faith, the philosophical mode of theologizing seeks to develop a theological hermeneutic which takes account of the created order and the manifold phenomena of human consciousness in both secular and religious contexts.

2.2.1.4.3 Christian ethics. Christian ethics includes foundational, medical, sexual and social ethics. Christian ethics is closely related to and overlaps with Systematic Theology. In the unitary enterprise of "faith seeking understanding within the community of the Church and humankind," the TST program in Christian ethics is focused on the appropriate engagement with the challenges to Christian faith in our day. At the same time, Christian ethicists do theology in dialogue with other disciplines in an interdisciplinary and practical manner.

2.2.1.4.4. Special interdisciplinary studies. This area of concentration permits an interdisciplinary linkage which could be described as "Theology and...". The second discipline might be literature, comparative religion, ecological studies or one of the social sciences (especially anthropology and sociology). The second discipline is called "the cognate discipline".

2.2.2 Subjects. Within each area of concentration, departments have identified a number of subjects (sometimes grouped into subject areas). These lists of subjects have an important part to play with respect to the levels of knowledge that doctoral students are expected to achieve at various stages of the program. They also provide a framework for the choice of comprehensive areas and thesis topics (see 8.6). The lists of subjects can be found in Appendix 1. These lists are works in progress and thus are subject to change and refinement.

2.3 Stages of the program

The Th.D./Ph.D. program is divided into four distinct and sequential stages: the course stage, the comprehensive examinations stage, the thesis proposal stage and the thesis stage. The student must complete each of the stages in order before moving to the next. However, the student is encouraged to understand the movement of the program as a whole and the intrinsic linkages among the four stages. Thus even at the beginning of the program, the student selecting courses should consider how these courses will lay a foundation for both the comprehensive examinations and the thesis.

2.4 Specific learning outcomes

The Advanced Degree Council, working in conjunction with the departments, has developed a detailed statement of intended outcomes, which is intended to describe the knowledge, capabilities and personal attributes of a typical graduate. This statement of learning outcomes can be found in Appendix 2.

3 Admission

3.1 Requirements for admission

Applicants for admission must meet the following minimum requirements.

3.1.1 Application for admission. The applicant must complete and submit an application for admission on the prescribed form, either in hard copy or electronically through the AD portal on the TST website (www.tst.edu).

3.1.2 Application fee. The applicant must submit an application fee in the amount prescribed by the TST AD Director.

3.1.3 Fluency in English. An applicant whose first language is other than English must provide evidence of ability to comprehend, speak and write English at the graduate level. One of the following will constitute *prima facie* evidence of such ability. (1) Evidence of an earned degree from a recognized post-secondary institution where the language of instruction and examination is English. (2) A satisfactory result on the Test of English as a Foreign Language. Applicants requesting the transmittal of results should use the TST institution code 0655 and the department code 99. On the paper-based TOEFL, the minimum satisfactory score is 600 with a 5.0 in the Test of Written English (TWE). On the computer-based TOEFL, the minimum satisfactory score is 250. On the internet-based TOEFL, the minimum satisfactory total score is 100, with at least 22 on the Writing section and 22 on the Speaking section. (3) A grade of B in the advanced (level 60) Academic Preparation course in the English Language Program of the School of Continuing Studies of the University of Toronto, or equivalent standing at a comparable institution.

Nevertheless, even where an applicant has met the above standards, the Admissions Committee of the ADC may require or consider additional evidence of fluency in English. Even after a student has been admitted to studies, the TST AD Director may require additional evaluation of the student's fluency in English and may prescribe a course of additional study in English as a foreign language. In this case, the student will withdraw without penalty from the courses in which he or she is registered. The TST AD Director is required to take action under this paragraph when requested by a student's doctoral supervisory committee or college AD Director, or by the professor of a course in which a student is enrolled.

3.1.4 Prerequisite education. The applicant must have a baccalaureate degree, normally in Arts, from a recognized college or university, and a Master of Divinity degree or an academic master's degree in theological studies from a recognized institution. The following are recognized academic master's degrees: Master of Religion, Master of Theology, a Master of Arts in Theology of at least two years' duration, Master of Theological Studies. All theological schools fully accredited by the Association of Theological Schools in the United States and Canada are deemed to be recognized institutions. Students from educational systems outside North America must give evidence of equivalent standing. **The Toronto School of Theology reserves the right to determine whether or not credentials of other degree-granting institutions meet the standards for its admissions programs.**

The applicant must provide evidence of (a) sufficient background in the area of proposed doctoral work; (b) first-class standing in the qualifying masters degree (i.e., minimum cumulative average of A-, or, in a four-point system, 3.70, or its equivalent in other grading systems); c) evidence of the ability to carry out research at an advanced level, demonstrated normally by a thesis in the qualifying degree with a first-class standing or other substantial evidence of independent research and writing ability (normally a research paper of at least 30 pages), submitted to the AD office and judged to be of first-class quality.

The applicant must arrange for copies of all official transcripts of post-secondary studies to be sent directly to the AD Office. Transcripts issued to the student or unofficial transcripts are not accepted. However, where a TST college has an original transcript on file for the applicant, the AD Office will accept a copy certified as true by the college registrar.

3.1.5 Competence or proficiency in research languages other than English.

3.1.5.1 Competence and proficiency defined. Competence in a language is the ability to read correctly theological texts of moderate difficulty in that language with the use of a dictionary. It is the level of skill normally acquired by the satisfactory completion of two semester courses in the language at university level. Proficiency is a level of skill normally acquired after four semester courses in the language at university level.

3.1.5.2 General requirement. For admission into the Historical, Pastoral and Theological departments, the applicant must be “competent” (see Sec. 3.1.5.1) in at least one language selected from among ancient languages or modern languages necessary for their research. Alternatively, the applicant may be admitted on the condition that they will be able to demonstrate competence in at least one of these languages before entering the first year of studies. The ADC Admissions Committee determines the entrance language based on the applicant’s statement of purpose (see Sec. 3.1.8) and previous language studies. The applicant is also bound by the research language requirements under Sec. 5.

3.1.5.3 Admissions in the Biblical department. Proficiency in Biblical Hebrew is required for those proposing to specialize in Old Testament studies, together with competence in biblical Greek. Proficiency in Biblical Greek is required for those proposing to specialize in New Testament studies, together with competence in biblical Hebrew. To be credited with competence or proficiency in the required Biblical languages, students need to receive grades of at least B+ (or equivalent in other grading schemes). In addition competence in one of the following modern languages is required: French, German, Italian, and Spanish.

3.1.6 Departmental requirements.

3.1.6.1 Biblical, pastoral and theological departments. These departments have no additional requirements for admission.

3.1.6.2 Historical department. An applicant proposing to specialize in the History of Christianity must show evidence from her or his previous degree programs of adequate preparation in historical studies. The department interprets historical study broadly to include not only courses in history departments but also other courses using an historical approach, offered in other departments of the humanities and the social sciences. Applicants should normally have taken at least sixteen semester courses in historical studies at a postsecondary level. An applicant who lacks sufficient course preparation may, in some cases, be admitted as a Special Student, Category 2, in order to take further courses preparatory to doctoral admission. Such courses may be taken at the undergraduate, basic degree, or advanced degree levels, and may not be used for credit towards the Th.D./Ph.D.

3.1.7 Letters of reference. The applicant must arrange for two letters of academic

reference to be sent directly by the referee to the AD Office. Reference forms are not provided. Referees should comment candidly and specifically about the applicant's qualifications to pursue and complete doctoral studies.

3.1.8 Statement of purpose. The applicant must submit a statement of between one hundred and five hundred words outlining his or her academic interests and academic purposes. Applicants are advised to become informed about the research and teaching interests of pertinent TST faculty members, in order to ensure that TST has the faculty resources to support work in the proposed area of study.

3.1.9 Writing Sample. All students applying to a doctoral program must submit, either electronically or by mail, a writing sample (e.g. essay, thesis) of between 30-75 pages demonstrating independent research and writing ability. This sample must be submitted electronically as a PDF, by email to tstadv.degree@utoronto.ca.

3.1.10 Optional documentation. The applicant may submit scores from the Graduate Record Examinations (GRE).

3.2 Procedures for applications for admission

3.2.1 Administration. Applications for admission are administered by the AD Office. Decisions on applications are made by the Admissions Committee of the AD Council.

3.2.2 Departmental approval. Each application for admission is considered by the applicant's proposed department of study. The Admissions Committee can make an offer of admission only with the approval of the department concerned.

3.2.3 College approval. Each application is also considered by the applicant's proposed college of registration. Applicants are advised to contact the Director of AD Studies at their proposed college of registration, preferably prior to the application deadline, and to request information about the college's resources and requirements for AD studies, including financial aid. The Admissions Committee can make an offer of admission only where a participating college agrees to admit the applicant.

3.2.4 Deadlines. An application for September admission into the Th.D./Ph.D. program, including all supporting documentation, must be received by December 16. Late applications received on or before March 31 will be considered if space permits.

3.2.5 Criteria for decisions on admission. After determining that the applicant meets the minimum requirements for admission to the Th.D./Ph.D. program, the ADC Admissions Committee will consider the following additional criteria before making an offer of admission.

- The applicant's grades in all previous post-secondary education. Particular weight is accorded to the prerequisite degrees and recent programs of study.
- The applicant's academic background in the stated area of interest.
- The potential of the applicant for advanced study as attested in the letters of reference.
- The quality of the applicant's statement of academic purpose.
- The availability of qualified supervisors in the applicant's proposed area of research.
- Evidence that the applicant is likely to complete the program.

3.2.6 Exceptional cases. Where an applicant has an unusual educational background or for other reasons cannot meet precisely the admissions requirements stated here, the Admissions Committee of the ADC will use its best judgment to determine whether the applicant meets an equivalent standard.

3.2.7 Financial assistance. Scholarships and other forms of financial assistance are administered by the participating colleges.

3.2.8 Offers of admission. When an application for admission is complete, it is brought to the next meeting of the Admissions Committee of the ADC. The Committee may decide (a) to approve the application and offer admission, (b) to offer admission in another program, department, or college, or as a special student, (c) to seek further information, or (d) to decline the application. The AD Director will write the applicant accordingly, with a copy to the college and department concerned. An offer of admission will indicate the languages (if any) in which the applicant is deemed to have demonstrated competence or proficiency, and the conditions (if any) that have been attached to the applicant's admission. If the applicant considers that he or she has competence in a language not noted in the letter of admission, he or she should advise the AD director in the college of registration, so that the matter can be corrected or adjudicated.

3.2.9 Acceptance by the applicant. After receiving an offer of admission, the applicant must accept it by the date stipulated in the letter, which will be about five weeks following the date of the letter. If the applicant accepts the offer of admission, her or his college of registration may require a non-refundable confirmation deposit. This deposit will be applied to the tuition fees charged for the student's first term of studies.

3.2.10 Deferral of matriculation. Applicants offered admission into the degree program may not defer matriculation (i.e. initial registration). Applicants desiring to pursue studies in a subsequent year must apply again for admission into the program.

3.2.11 Lapsed offers. Where an applicant fails to respond to an offer of admission by the date stipulated (3.2.9), or without notice fails to register at the time stated in the offer of admission, or, in the case of a deferral, fails to signify or reaffirm an intention to register (3.2.10), the offer of admission lapses. The applicant may by letter request a renewed offer of admission. The letter will be treated as a new application for admission. Documentation which is still current and on file does not need to be replaced or re-submitted.

3.3 Request for reconsideration

An applicant may request the reconsideration of a decision by the Admissions Committee of the ADC. Such a request must be made by the applicant in writing to the AD Director in a letter delivered or postmarked within thirty-five days (for overseas students, within forty-five days) of the postmarked date of the communication of the decision in question. The request must state in full the grounds for the request. The Admissions Committee will consider the request and make a determination. Decisions made by the Admissions Committee concerning admission and related matters are not subject to appeal under the terms of section 14 of this Handbook.

3.4 Fulfilment of conditions

The applicant must provide evidence by the July 1st prior to September registration that any and all conditions attached to the offer of admission have been satisfied, or else must advise the AD Office on the steps being taken to fulfill the conditions. The most common such conditions are (1) completion of a degree in process with satisfactory academic standing, (2) facility in the English language and (3) competence in one other research language. Thus, where such conditions have been attached, the student must arrange for final transcripts of academic study, English language examination results, or evidence of competence in a theological language to arrive in the AD Office by the July 1st deadline. Only after conditions have been met will the AD Office certify the student to the University of Toronto as eligible to register.

3.5 Research language deficiencies

A student who wishes to begin studies without having met the language requirements set for entrance must petition the AD Director of the college of registration, who will consult with the

chair of the student's supervisory committee and, if both approve, forward the petition to the TST AD Director. In the case of a serious deficiency, the TST AD Director may in exceptional cases and for compelling reasons admit the student as a special student in category SS1. In the case of a minor deficiency, such as a slightly substandard language examination score, the TST AD Director may issue a language waiver authorizing the student to begin the Th.D./Ph.D. program. In this case the student may register for a maximum of two semester courses in each of the fall and spring semesters, while preparing to meet language requirements. At the end of this time the waiver expires and the student must either satisfy the language requirements set for entrance or withdraw from the Th.D./Ph.D. program.

3.6 Limitation

Admission to the Th.D./Ph.D. program is admission to begin coursework in the residence phase of the program. The TST does not guarantee to maintain a place for the candidate in the program. A student who is not deemed qualified to continue in the program may be asked to withdraw.

4 Special Admissions

In special circumstances, students may be admitted into the Th.D./Ph.D. program with special conditions, or they may be admitted to take advanced degree courses as a special non-degree student.

4.1 Special admissions to the program

4.1.1 Probationary Admission. Where an applicant for admission to the Th.D./Ph.D. program is deemed to have minor deficiencies in educational preparation or requirements, the Admissions Committee of the ADC may admit the applicant on probation for one or two semesters under this category. If at the end of this time the student has satisfied the terms of the probation, the special condition will be removed. The courses which the student has completed and the semesters during which the student has taken full-time studies under this condition will count towards the fulfillment of course and residence requirements for the Th.D./Ph.D. degree. A student may not be registered as probationary for more than one year.

4.1.2 Admission with preparatory work. Where an applicant for admission to the Th.D./Ph.D. program is deemed to have strong potential for doctoral studies but significant deficiencies in educational preparation or requirements, the Admissions Committee of the ADC may admit the applicant to the program with the condition that he or she take prescribed preparatory work. (But see also 4.2.1 below.) The courses which a student is required to complete under this condition are not credited towards the requirements for any degree. If necessary, some adjustments might be made to the time limits for the various stages of the program in consideration of the additional work required.

4.2 Special Student categories (non-degree)

4.2.1 Preparatory Work. Where an applicant for admission to the Th.D./Ph.D. program is deemed to have strong potential for doctoral studies but significant deficiencies in educational preparation or requirements, and where immediate admission into the program is not advised (cf. 4.1.2), the Admissions Committee of the ADC may admit the applicant to take prescribed preparatory work. The courses which she or he completes as a Special Student (Preparatory) are not credited towards the requirements for any degree, nor is the period of study credited towards the residence requirement for the Th.D./Ph.D. program.

4.2.2 Occasional Studies. The TST Advanced Degree Director may admit a student to full-time or part-time occasional studies to take courses for credit with the permission of the

instructor. These courses will not, however, be counted towards the requirements for any advanced degree program in the TST. Special Students (Occasional) are not permitted to take reading and research courses.

4.2.3. Late Applicants. In exceptional and compelling circumstances, late applications to the Th.D./Ph.D. program will be considered for special action. If, in the opinion of the TST AD Director, the AD director of the college for which application is made and the representative of the department for which application is made, the applicant clearly meets the requirements for admission, the TST AD Director may admit him or her as Special Student (Late Applicant). The department concerned will appoint a doctoral committee for the student and the student may take courses which will be credited to the Th.D./Ph.D. program if and when he or she is admitted as a regular student. The application of the student must be considered by the Admissions Committee of the ADC at its next scheduled meeting.

4.2.4 Restrictions.

4.2.4.1 Change of status. Any change of student status under 4.1 must be approved by the ADC upon recommendation of the school of registration.

4.2.4.2 Expiration of special student status. No student may be registered as an advanced degree special student for more than two semesters. Upon recommendation by the TST AD Director and approval of the ADC, students who have not satisfied the admission terms or conditions under 4.1 may have their registration in the program terminated.

5 Research language requirements

Competence or proficiency (see 3.1.5.1) in languages other than English support students and graduates in their specialized research and assists them in taking their place in international theological conversation.

5.1 Languages required

5.1.1 Timely completion of language requirements. Students must attempt at least one language exam annually until all language requirements are fulfilled. All language requirements must also be fulfilled before proceeding to the comprehensives stage of the program.

5.1.2 General requirement Every Th.D./Ph.D. student must demonstrate competence in at least two languages, in addition to English, selected from among ancient languages or modern languages necessary for their research, provided that at least one language is a modern language. The student's supervisory committee determines the two required languages. The languages, and a brief statement of their relevance to the student's research, shall be recorded in the annual supervisory committee meeting minutes, which are then sent to the TST AD Director. The two languages then require the final approval of the TST AD Director.

5.1.3 Additional language requirements. A supervisory committee may require a student to demonstrate language skills beyond the above to support research in their area of specialization. Additional language requirements are also recorded in the annual supervisory committee meeting minutes (which are then sent to the TST AD Office).

5.1.3.1 Biblical department. The Biblical department requires specific additional language skills. Further information about these additional language requirements is available from the chair of the Biblical Department. In addition to the required biblical languages (below in 5.1.3.1.1-2), every student is required to have competence in two modern languages, normally: French, German, Italian, and Spanish. The student's supervisory committee determines the two modern languages. The languages, and a brief statement of their relevance to the student's

research, shall be recorded in the annual supervisory committee meeting minutes, which are then sent to the TST AD Director. The two languages then require the final approval of the TST AD Director.

5.1.3.1.1 Students specializing in Old Testament studies. Every student in the field of Old Testament is required to have expertise in biblical Hebrew, proficiency in Hellenistic Greek, skill in either Aramaic or Hebraica (background to the Hebrew language) equivalent to one semester of study. Expertise in Hebrew is demonstrated by passing the departmental Hebrew examination for Old Testament specialists (passing grade: A-/80%). Proficiency in Greek may be demonstrated by the successful completion of the course KNB 6501 "Advanced Greek Readings" (or its equivalent), or by passing the departmental proficiency examination in Greek for Old Testament specialists (passing grade: B+/77%).

5.1.3.1.2 Students specializing in New Testament studies. Every student in the field of New Testament is required to have expertise in Hellenistic Greek, proficiency in biblical Hebrew. Expertise in Greek is demonstrated by passing the departmental Greek examination for New Testament majors (passing grade: A-/80%). Proficiency in Hebrew may be demonstrated by the successful completion of the following courses: (a) WYB 3013H and (b) RGB 3081H or SMB 3081H (or their equivalents); or by passing the departmental examination in Hebrew for New Testament specialists (passing grade: B+/77%).

5.2 Acceptable evidence of skill

Skill in research languages may be demonstrated in the following ways.

5.2.1 Transcript evidence. A student who has completed recognized postsecondary courses in a language within four years prior to making application for admission to the Th.D./Ph.D. program may by submission of transcript evidence be deemed by the Admissions Committee of the ADC to have demonstrated skill in that language.

5.2.2 Language examination. A student may demonstrate skill in a language by taking an examination in that language administered by the TST. Examinations usually take place in September and in April. Information on language examinations, including dates of invigilation and examples of previous examinations, is available from the AD Office. Arrangements for special examinations in languages other than Hebrew, Greek, Latin, French and German can be made with the AD Office.

5.2.3 Coursework. A student may demonstrate skill in a language by the satisfactory completion of a language course at the TST, the University of Toronto or another recognized postsecondary institution. TST offers non-credit courses in theological French, German and Latin. Courses taken at such institutes as the Goethe Institute or Alliance Française do not in themselves serve as fulfilling TST requirements, but students might choose to take such courses to prepare for a TST examination.

5.2.4 Other evidence. In the case of a modern language, the college AD Director may write a letter attesting to the student's native ability or fluency. The *Exemption from Language Requirements Form* is to be used.

5.2.5 Change in program of study. If a student at a subsequent stage of the program changes their area of research so that an approved language is no longer vital for the program of study, the student's supervisory committee will decide whether additional language requirements are necessary in order to safeguard the integrity of the program and the student's ability to undertake specialized research in his or her new area. Any such changes are reported to the TST AD Office according to the requirements in Sec. 5.1.3.

6 Candidacy

6.1 Maintaining registration

After entering the Th.D./Ph.D. program, the student is expected either to maintain registration until all degree requirements are satisfied or to withdraw from the program.

6.1.1 Demonstrating continuing involvement in the program. The normal way to maintain registration is to demonstrate continuing involvement in the program, which the student can do by meeting at least the following minimum requirements. (1) The student must ensure that he or she has a current program registration in each trimester of study. For information on registration procedures, see the appropriate sections below (7.8, 8.3.1, 9.1, 10.1). (2) The student must pay prescribed fees in a timely fashion, usually once a year in August or September. (3) The student must be in contact at least once a year with a professor who has a supervisory role over his or her studies, such as a thesis supervisor. (4) The student must maintain a current and valid postal address, as well as the address for a University-issued electronic mail account that meets a standard of service set by the Vice-President and Provost of the University, and must ensure, by providing current information to the University of Toronto's student information system (currently ROSI), that TST has access to these addresses. Students are expected to monitor and retrieve their mail, including electronic messaging account[s] issued to them by the University, on a frequent and consistent basis. (See 6.1.4.)

6.1.2 Leave of absence A student who will not be continuing his or her involvement in the program for a period of time may maintain registration by requesting and receiving a leave of absence. A student may apply for a leave of absence at any point in his or her program by completing the *Request for Leave of Absence Form*, obtaining the approval by signature of the AD Director in his or her college of registration and submitting the form to the AD Office. The TST AD Director may then grant the leave of absence. At the student's request, TST officials will treat as confidential the reason given by the student for seeking the leave of absence. A leave is normally granted for a year, beginning in September or January, for serious health or personal problems, or for parental leave. A maximum of one year of leave of absence may be granted under this paragraph. Further leaves can be granted only by the ADC for compelling compassionate reasons (such as additional parental leaves, or in exceptional circumstances). The length of the leave of absence is not calculated towards the time limit for the completion of the program. A student on a leave of absence does not register, has no library privileges, and may make no demands upon faculty resources.

6.1.3 Lapsed registration. Where on September 30th a student has failed to meet the requirements for maintaining registration for the current academic year, the AD Director of the college of registration shall make a reasonable effort to contact the student in order to determine whether the student intends to maintain registration or to withdraw. When no contact can be made or no satisfactory response answer is received, the student's registration lapses. The student is then withdrawn from the program. In addition, registration lapses in the case of a student who has exceeded the maximum time limit for the completion of the degree, including all extensions.

Students who fail to register during their programs and who do not have an approved leave of absence may only apply to re-register if at the time of application they are still within the maximum allowable time for the degree program (the normal time limit plus maximum extension years, excluding leaves of absence). A student wishing to re-register must first petition the TST AD Director. Reinstatement then requires approval from both the student's college and the ADC. The program's normal requirements and time limits will apply to reinstated students as

if they had been continuously registered, and reinstated students must pay fees owing for any session(s) in which they did not register. Non-registered students forfeit any funding that would have been available had they been registered, subject to their college's policies. Students will not receive credit for work completed during a session in which they have not registered.

6.1.4 Email communication. The student will be required to activate a University email account in order to access the University's registration system, ROSI. Email to the account recorded on ROSI, and/or the postal mail system, are the principal means of communication between the TST and the student. A student's failure to monitor his or her email account recorded on ROSI will not be considered an acceptable reason for failing to receive official correspondence from the TST, its colleges, or its faculty members. An email message from TST, its colleges, or its faculty members providing information or requesting timely response will be considered as delivered on the day that it is sent to the student's email account of record. TST faculty members are not required to open an email message from a student if it is not sent from a University-issued account. A student has the right to forward his or her University-issued electronic mail account to another electronic mail service provider address but remains responsible for ensuring that all TST electronic message communication sent to the official University-issued account is received and read. The student is required to honour the University's expectations concerning use of information and communication technology as articulated in the guidelines on Appropriate Use of Information and Communication Technology (available on the web site of the Office of the Vice-President and Provost: <http://www.provost.utoronto.ca>, follow the links).

6.2 Residence

6.2.1 On-campus rule. Among the essential elements of the doctoral program are the influence of a community of theological scholars and the opportunities for interdisciplinary interchange. To this end, the student is required to maintain a full-time involvement in the academic environment of the TST during the first two years of the program and should normally be on campus several days a week. Such involvement is called "residence", and is not to be confused with living in a residence facility, which is not required. After residence, the student may continue in the program on either a full-time or a part-time basis. (Unless otherwise specified, the term "year" refers to any twelve month period beginning in September, January, or May, a period which includes three trimesters, fall, spring, and summer.)

6.2.1.1 Exception for non-consecutive residence. In unusual circumstances the student's supervisory committee may permit the student to fulfil the residence requirement by two nonconsecutive years of full-time study.

6.2.1.2 Exception for extended absence. If the student must be geographically removed from the campus for more than four weeks in the term, he or she must obtain the permission of the supervisory committee. The student must maintain active academic connections with the TST through electronic or postal communication. Permission for extended absence is extended to first-year students only for compelling compassionate reasons.

6.2.1.3 Full-year rule. A student in the residential period of the program is required to be fully involved on-campus for the entire academic year, which begins in September and ends in August. The summer trimester is not considered a vacation period in the Th.D./Ph.D. program.

6.2.2 Units of study. The work required of a doctoral student in the residence stage, apart from language requirements, is assigned a weight of twelve units. Depending on the department, from six to nine units of study are required as courses, and the rest are required as

comprehensive examinations. A student who does not complete the twelve units during the residence period may complete them during the first post-residence year.

6.2.2.1 Biblical. The Biblical department requires eight units of study as course work, four as comprehensive examinations.

6.2.2.2 Historical. The Historical department requires six units of study as course work, and six as comprehensive exams, of which two are in the major exam; one and half for each of the two minor exams; and one for the oral exam.

6.2.2.3 Pastoral. The Pastoral department requires nine units of study as course work, three as comprehensive examinations.

6.2.2.4 Theological. The Theological department requires nine units of study as course work, three as comprehensive examinations.

6.3 Full-time/part-time status

Provincial government regulations relating to educational funding require the theological college to report each Th.D./Ph.D. student in each trimester as either full-time or part-time.

6.3.1 Students satisfying residence requirements. A student satisfying the full-time residence requirement of the Th.D./Ph.D. program, enrolled in credit and non-credit courses and under academic supervision, is considered to be a full-time student.

6.3.2 Students in post-residence. A doctoral student is considered full-time if all the following criteria are satisfied.

a) The student is pursuing studies as a full-time occupation and identifies himself or herself as a full-time student.

b) The student is designated by the college of registration as a full-time student and is reported as such to the AD Office.

c) The student is geographically available and works on-campus regularly. If the student proposes to be off campus for a period of more than four weeks during the term, he or she must obtain the written permission of his or her supervisor, but must remain under supervision.

d) The student is considered to be full-time by his or her supervisor.

e) The student submits to the registrar of the college of registration a signed statement testifying that he or she is a full-time student. The statement will be worded in a manner similar to the following: "I regard myself as a full-time student. I regard my other time commitments as being compatible with the demands of full-time study." If the statement is submitted for the academic year, then the student is expected to remain a full-time student for the summer trimester.

f) The student's supervisor or supervisory committee sends an annual report to the AD Office on the progress of the student and must include in the report a statement that the student is judged to be engaged in full-time studies.

6.3.3 Special students. A Special Student is deemed to be full-time during the academic period September to April if he or she is enrolled in six or more semester courses, and full-time in the summer trimester if he or she is enrolled in three or more semester courses.

6.4 Study outside TST

A student may petition to be permitted to fulfil certain course requirements by doing work at the doctoral level outside the University of Toronto and TST systems. The student must show that such external study will strongly support his or her educational objectives for the program, and that appropriate external courses are available. The student's supervisory committee and the student's department must both signify their support of the petition before it can be considered by

the TST AD Director, who then has the authority to grant it. No more than half the courses counted towards the student's degree requirements may be external courses. The registrar of the student's college of registration will advise how the external courses will be reported in the student's academic record.

6.5 Time limits

6.5.1 General rule. A doctoral student should remain in the program long enough to benefit from the influence of the academic community, but not so long that the integrity of the educational experience is imperiled. For this reason, time limits are imposed. The minimum time required for the completion of the degree is three years from first registration, and the maximum time is six years from first registration. The student has three years from first registration to complete all courses, language skills, and comprehensive examinations prescribed for the degree. If the student is unable to meet this requirement, she or he must seek and receive an extension (8.4). Otherwise, candidacy expires.

6.5.2 Program extension. In exceptional circumstances, a doctoral student who has not completed all the degree requirements within the normal time limit is eligible to apply for three one-year extensions. In order to qualify, the student must have completed the comprehensive examinations. The student must complete the *Request for Program Extension* Form, obtain the approval by signature of the AD Director of the college of registration, and submit the form to the AD Office. In the form, students must show evidence that any remaining degree requirements will be completed during the period of extension.

A program extension is granted for one year at a time beginning in September or January. A student who desires additional program extensions must submit a new petition each year, well in advance of the expiry of the extension. The first two extensions require the approval of the college AD Director and the TST AD Director. The third extension requires the approval of the ADC. Normally a student's candidacy will lapse at the end of the third year of extension. One further extraordinary program extension can be granted only by the ADC for serious and compelling compassionate reasons. No registration beyond this last extension will be permitted.

6.6 Withdrawal

A student wishing to withdraw from the program must complete the *Withdrawal from Program Form* and submit it to the registrar of the college of registration, which will in turn notify the AD Office. A student who withdraws may petition for readmission at a later date; each such petition will be considered on its own merits.

6.7 Terminal reinstatement

Terminal reinstatement to defend a completed thesis, after a student's registration lapses, is no longer permitted. (Notwithstanding, students first registered in the program in academic years prior to 2012/13 shall be bound by the terminal reinstatement policy in effect at the time of their initial registration).

7 Course stage

The first stage of the Th.D./Ph.D. program is the course stage, when the student completes language requirements (see section 5) and takes all courses required for the program. The intended outcomes for this stage of the program (especially concerning knowledge of the area of concentration and ability with scholarly tools and skills) are described in Appendix 2.

7.1 Orientation

At the beginning of each academic year in September, on a day chosen by the TST AD Director so as to interfere minimally with college schedules, entering students normally meet with representatives of the ADC and the departments. An orientation to the Th.D./Ph.D. program will be given. If possible, each student will meet with his or her supervisory committee.

7.2 Supervisory committees

For a student in the course stage, supervisory responsibility is vested in the doctoral supervisory committee.

7.2.1 Appointing the supervisory committee. The student's doctoral supervisory committee is appointed by the department in which she or he is registered. In appointing the committee the department takes into account, so far as possible, the student's statement of purpose included in his or her application for admission, and any requests which the student makes upon acceptance into the program. Each committee has three faculty members, each of them having advanced degree accreditation or else advanced degree status for this purpose. The chairperson of the supervisory committee is normally a faculty member in the student's college of registration. The department chair shall send to the AD Office by the July 31st before the beginning of the academic year a list of all supervisory committees, except for those students who have been admitted late, and the AD Office will in turn publish the committee assignments to the college AD Directors. Changes in committee membership can be made only by the department concerned.

7.2.2 Supervisory committee meetings. The first meeting of the supervisory committee is normally held at the opening Orientation (7.1) according to a schedule published by the chair of the department; except that in the case of the Pastoral Department, the student arranges to meet with the professors in his or her specific area of study within the department. For subsequent meetings, it is the responsibility of the chairperson of the committee to convene the committee. The committee normally meets at the beginning or the end of each academic year, or both, and the student may request additional meetings.

7.2.3 Responsibilities of the supervisory committee in the course stage. The supervisory committee assists the student in designing a course of studies, with attention to her or his educational objectives as well as to program and departmental requirements for coursework and the comprehensive examinations. The supervisory committee must authorize the student's course of studies. Where the supervisory committee cannot meet before an entering student has commenced classes, the chair of the supervisory committee may authorize course registration. The supervisory committee assists the student in recognizing and meeting all requirements of the program and the department, including course requirements, language requirements, residence requirements, limitations on reading courses and (in the Theological department) modular requirements. It can recommend waivers or relaxations of regulations to the department (in the case of departmental regulations) or to the ADC (in the case of ADC regulations). In those departments which allow advanced standing and transfer of credit, it makes decisions in these matters. It also helps to arrange teaching opportunities for the student (section 16). For additional duties in the Biblical and Historical departments, see the next two

paragraphs; for the Pastoral and Theological departments, see 7.13.1 and 7.13.2.

7.2.3.1 Additional duties in the Biblical department. In the Biblical Department, at their first meeting the supervisory committee and student will begin the process of choosing the two major and two minor subjects of study from the department's list of subjects (Appendix 1). In addition, the committee will determine an introductory textbook that will be used as a point of reference for the requirement concerning basic familiarity with the student's area of concentration as specified in the learning outcomes statement (2.4). At the same meeting, a tentative list of the examiners for each of the four subjects is proposed. Students are encouraged to contact their proposed examiners at some early point in their program in order to obtain information about the examination (e.g., syllabi) so that they can incorporate preparation for these examinations into the course work phase of their program.

7.2.3.2 Additional duties in the Historical department. At the first meeting with the student, the supervisory committee approves the student's tentative major and minor areas of study. The student may confirm or change this choice when he or she completes the course stage.

7.2.4 Minutes. The chair of the supervisory committee must take minutes of every meeting. The minutes must include at least the following information: (a) the date and place of meeting, and the persons in attendance; (b) the language requirements which the student has fulfilled, and steps which the student is taking to meet any unfulfilled language requirements; (c) the courses, if any, which the student has completed, and the courses, if any, for which the student is registered or will register; and (d) the student's current thinking about comprehensive examination topics and thesis topic. The chair shall send copies of the minutes to the student, the other two members of the supervisory committee, the TST AD Director, the department chair, and the AD Director of the student's college of registration.

7.2.5 Dissolution of the supervisory committee. The supervisory committee dissolves when the student has completed the course stage and proceeds to the comprehensive examinations stage, except in the Historical department, where the supervisory committee continues until the department has approved the student's Comprehensive Examination Proposal. In the Biblical and Pastoral departments, the chair of the supervisory committee continues to have a function in the student's program in the comprehensive examination stage.

7.3 Normal full-time course load

The normal full-time course load is three semester courses. Each semester course is reckoned as requiring the equivalent of at least one month's full-time work. A student who is also preparing for language examinations, taking non-credit courses or otherwise engaged in non-credit study will usually take less than a normal course load. Taking less than a normal full-time course load does not in itself jeopardize the student's full-time status.

7.4 Advanced standing, transfer credits, advanced placement

7.4.1 General regulations. Departments are able to make their own determination about the number of units of advanced standing or transfer of credit that are allowed for incoming students (see further 7.4.2 and 7.4.3 below) as long as the combined total of such units does not exceed three. Courses permitted under the provisions of 6.4 (Study outside TST) are not subject to this limit. Courses recognized under the provisions of advanced standing, transfer of credit or advanced placement normally must have been completed within five years of the first year of a student's registration in the program.

7.4.2 Advanced standing. Advanced standing means that the student is exempted from taking one or more course units normally required in the program in consideration of the

student's previous studies (including earned degrees). The most typical case for advanced standing is the doctoral student who receives a *pro tanto* award of two or three credits for completing a Th.M. degree after having already met doctoral admissions requirements by completing an M.Div. degree. In the Biblical, Pastoral and Theological departments, a student may receive advanced standing in consideration of work done in theology on a graduate level beyond the first master's degree. In the Biblical department the advanced standing which can be awarded is one course unit for every six courses done in a non-remedial degree, to a maximum of two. In the Theological department the maximum advanced standing which can be awarded is two course units. In the Pastoral department it is three course units. Advanced standing can be awarded by the Admissions Committee of the ADC when considering the student's application for admission. After the student has entered the program, the award is recommended by the student's supervisory committee, using the *Request for Advanced Standing / Transfer Credit Form*, and approved by the TST AD Director. Doubtful cases are referred to the AD Council. No advanced standing is given in any circumstances to doctoral students in the Historical Department.

7.4.3 Transfer of credit. Transfer of credit means that the student receives one TST course credit for each equivalent course credit received at another recognized institution. Transfer credit cannot be given for courses which also have been used or will be used to meet the requirements of a degree which the student has earned or will earn elsewhere. In the Pastoral department and the Theological department, the student's supervisory committee can recommend the award of up to three credits for Th.D./Ph.D. courses at the equivalent of the 5000, 6000, or 7000 level transferred from another ATS.-accredited school or other recognized institution, provided that it judges the coursework thus credited to be appropriate to the student's program. The student's supervisory committee uses the *Request for Advanced Standing / Transfer Credit Form* to report its recommendation. The award must be approved by the TST AD Director. Appeals and doubtful cases are heard by the Admissions Committee of the ADC. In the Historical department, no transfer credit is given to Th.D./Ph.D. students for work completed before admission.

7.4.4 Advanced placement. Advanced placement means that the student is exempted from taking certain courses normally required in the program, but must take other courses to make up the total number of credits required in the program. Advanced placement is normally decided by the instructors of the required courses in question, or otherwise may be decided by the supervisory committee.

7.5 Types of courses

There are three types of advanced degree courses. (a) Courses numbered in the 5000s, usually called "5000-level courses," are regularly scheduled on the TST timetable and are intended exclusively for advanced degree students (except for certain courses in the Pastoral Department; see the next paragraph). Only in cases of exceptional ability and academic background in the area will a basic degree student be allowed to register for a 5000-level course, and then only with the written permission of the instructor, the student's Basic Degree Director and the TST Advanced Degree Director. If accepted into a 5000-level course basic degree students must complete the advanced level requirements of the course and will be graded on the same basis as advanced degree students in the class. In the Pastoral Department certain 5000-level courses may be expanded to three hours per week, with basic degree students included in the first two-hour session (in which they will register for a 3000-level credit). The purpose of this arrangement is to offer a laboratory setting for the discipline and for lessons in pastoral pedagogy. (b) 6000-level

courses are regularly scheduled on the TST timetable, but may include, and usually will include, basic degree students who are fulfilling lesser requirements for a 3000-level credit. In exceptional cases a basic degree student may be allowed to register for a 6000-level course, with the written permission of the instructor and the student's Basic Degree Director. If accepted into a 6000-level course basic degree students must complete the advanced level requirements of the course and will be graded on the same basis as advanced degree students in the class. (c) 7000-level courses are reading and research courses at the advanced degree level. Such courses are not a standard part of the curriculum and professors are not required to supervise them; each 7000-level course must be individually reported to the department concerned and, in some departments, must also be individually approved. They require work equivalent to that of a 5000-level or 6000-level course.

Regularly scheduled courses meet two hours a week during the semester for a total of fourteen or fifteen weeks including reading week and examination week (except for the three-hour courses in the Pastoral Department described in the previous paragraph).

7.6 Required courses

The number of courses required varies according to department, as provided in 6.2.2. Whatever the number of required courses, the student must take at least half of them at the 5000 or 7000 level, unless departmental regulations state otherwise. The student must take at least three units (courses or comprehensives) outside the area of major interest, whether in the department of registration, in another TST department, or in a department of the School of Graduate Studies of the University of Toronto. Other course requirements vary by department and area of specialization, as detailed immediately below.

7.6.1 Course requirements in the Biblical department. Eight courses are required. Six of these must be regularly scheduled courses (5000-level and 6000-level). Courses designed solely or predominantly for the preparation of comprehensive examinations are not available. No more than two courses may be taken at the 6000 level.

7.6.2 Course requirements in the Historical department. Six courses are required. Of these, five must be regularly scheduled courses (5000-level and 6000-level). The student's supervisory committee may require the student to take additional courses to meet the needs of his or her proposed area of study. The course TSH5001H "Historiography" is required of every student except where the instructor is satisfied that the student has done comparable work in a previous advanced degree.

7.6.3 Course requirements in the Pastoral department. Nine courses are required. Five of the nine courses must be taken at the 5000 or 7000 level. The student must take at least five courses in the Pastoral department, with exceptions to be noted and defended in the minutes of a meeting of the student's supervisory committee. The remaining courses may be taken among the other three departments. In some areas of specialization within the Pastoral department, the supervisory committee may authorize the students to take up to three courses in a relevant cognate discipline. The distribution of courses among areas of study will depend on the student's educational objectives and area of specialization, with the general intent of permitting the student to acquire the necessary combination of Biblical, Historical, Theological, or other expertise necessary for her or his particular pastoral concentration.

7.6.4 Course requirements in the Theological department. Nine courses are required. The selection of courses depends on the student's intended objectives for doctoral study, subject of specialization, and gaps in previous theological formation. A copy of the applicable syllabus will be sent to the student upon acceptance into the Program.

7.6.4.1 Specific course requirements in Systematic Theology. The courses are divided among four modules of study: (a) major theologians, (b) sources and methods, (c) doctrines in their historical development and (d) doctrines in their contemporary exposition. During the course stage and comprehensive examinations stage, students are expected to gain familiarity with the subjects in these modules, as indicated more fully under 7.6.4.1.5 below.

7.6.4.1.1 Module requirement. Two courses are to be taken in each module, the ninth course in the module of the student's specialization.

7.6.4.1.2 Limitation on reading courses. The student may take no more than three reading courses, with no more than one per module.

7.6.4.1.3 Cross-disciplinary rule. Three courses must be taken outside the specific field of Systematic Theology (i.e., in another area of concentration in the Theological Department, or in another department, or in the School of Graduate Studies of the University of Toronto), but such courses must still fulfil module requirements.

7.6.4.1.4 Advanced placement. The student's supervisory committee may waive or relax the module requirement upon consideration of the student's previous studies. The student must still complete nine courses in total.

7.6.4.1.5 Study outline for the modules in Systematic Theology. This paragraph identifies the topics belonging to the four modules enumerated in paragraph 7.6.4.1. This outline provides a broad introduction to this area of specialization. It is intended that the student's coursework in these four modules will form the context for her or his area of primary interest, and will support her or his research in the thesis stage.

(a) A *major theologian* is one whose contribution is generally recognized to be of major significance, and whose corpus of writings is considerable in extent and variety. Examples are: Origen, Augustine, Thomas Aquinas, Luther, Calvin, Schleiermacher, Barth, Rahner, Tillich, Lonergan, James Cone, Gustavo Gutierrez, Elizabeth Johnson, Sallie McFague, Rosemary Ruether, and Jon Sobrino. With respect to each major theologian selected by the student, the student should demonstrate: (i) a knowledge of the range of all her or his published works, the date of its major contents, its relation to polemical and/or intra-ecclesial developments as well as the theologian's life; (ii) an understanding of the development of the author's thought and the factors which influenced it; (iii) an articulation of the author's 'system' or 'guiding principles'; (iv) a grasp of the major interpretations of the author's works.

(b) For *sources and methods* the student should acquire: (i) a knowledge of the revelation/faith/reason/tradition/inspiration complex of Christian doctrine in its developments and ramifications; (ii) a knowledge of hermeneutics, as related to Scripture and to written documents within the Church (past and present, within various denominational traditions, documents of individual theologians and of authoritative Church bodies); an ability to come to grips with the institutional mechanisms and purported weight of such documents (e.g., Barmen Confession and *Populorum Progressio*, WCC statements and Vatican II); (iii) a knowledge of methodological procedures within the theological enterprise; (iv) some knowledge of the relation of theology to the methods of other disciplines.

(c) For *doctrines in their historical development* the student should acquire: (i) knowledge of the traditional doctrinal topics delineated above in terms of the main lines of theological development and of Church formulations within the various traditions; (ii) knowledge of the 19th and 20th century developments within theology setting the context for more contemporary areas of theological endeavour.

(d) For *doctrines in their contemporary exposition* the student should be aware of the broad

range of theological reflection taking place today, including: (i) the traditional doctrinal clusters mentioned above; (ii) new emphases in theology in relation to the contemporary situation, e.g., liberation and political theologies, feminism, inculturation; (iii) contemporary Church teachings (e.g., Vatican II and WCC); (iv) patterns of denominational divergence and ecumenical convergence.

The areas indicated are in many ways intertwined and in some cases overlap. They focus on various facets of an enterprise that is unitary: faith seeking understanding for today within the community of the Church and of humankind. Theologians engaged in this enterprise have dealt with themes such as the following: God; revelation; creation; Christ; sin and redemption; sanctification; Church and sacraments; eschatology.

7.6.4.2 Specific course requirements in Philosophical Theology/Philosophy of Religion. The courses are divided among four modules of study: (a) major authors, (b) sources and methods, (c) doctrines in their historical development and (d) doctrines in their contemporary exposition. During the course stage and comprehensive examinations stage, students are expected to gain familiarity with the subjects in these modules, as indicated more fully under 7.6.4.2.5 below.

7.6.4.2.1 Module requirement. Two courses are to be taken in each module, the ninth course in the module of the student's specialization.

7.6.4.2.2 Limitation on reading courses. The student may take no more than three reading courses, with no more than one per module.

7.6.4.2.3 Cross-disciplinary rule. Three courses must be taken outside the specific field of Philosophy of Religion (i.e., in another area of concentration in the Theological Department, or in another department, or in the School of Graduate Studies of the University of Toronto), but such courses must still fulfil module requirements.

7.6.4.2.4 Advanced placement. The student's supervisory committee may waive or relax the module requirement upon consideration of the student's previous studies. The student must still complete nine courses in total.

7.6.4.2.5 Study outline for the modules in Philosophical Theology / Philosophy of Religion. This paragraph identifies the topics belonging to the four modules enumerated in paragraph 7.6.4.2. This outline provides a broad introduction to this area of specialization. It is intended that the student's coursework in these four modules will form the context for her or his area of primary interest, and will support her or his research in the thesis stage.

(a) *Major author.* The author chosen for concentrated study will be a major philosophically oriented theologian rather than a figure identified primarily as a philosopher: e.g., Origen, Augustine, Aquinas, Scotus, Schleiermacher, Tillich, Lonergan, Hartshorne.

(b) *Sources and Methods.* The student should have a general familiarity with the following areas and an in-depth knowledge of at least one: (i) the traditional discussion of the problem of faith and reason, i.e., problems concerning the nature of religious language and the epistemological status of religious belief; (ii) the general question of hermeneutics, not only in relation to text and literary interpretation, but also in light of historical and scientific categories affecting theological method; (iii) the question of methodology in general, including attention to the leading trends in the social scientific study of religion; (iv) the uses of philosophy in non-Christian religious traditions.

(c) *Doctrines in Their Historical Development.* The student must be familiar with the general history of philosophy within Western culture down to the contemporary era, noting those

movements that have been evocative of theological response. Such an overview will investigate key figures, e.g., Plato, Aristotle, Plotinus, Boethius, Aquinas, Ockham, Descartes, Kant, Hegel, 19th century idealists, Wittgenstein, Heidegger, Whitehead.

(d) *Contemporary Issues*. The student must be familiar with the state of contemporary discussion in philosophical theology/philosophy of religion, and should choose a specific area and author(s) from the general areas identified two paragraphs above ("Sources and Methods") in which to show competence.

7.6.4.3 Specific course requirements in Christian ethics. Of the nine courses required, no more than three may be reading and research courses. The student must normally take three courses in theological foundations for ethics. The student must also take *either* three courses in cross-disciplinary studies with emphasis on special problems in ethics (such as bioethics or justice concerns), *or* three courses in related disciplines (such as the social sciences, philosophy, or women's studies). In either case, the student's supervisory committee will assist the student in deciding on a specialization. The student should also use the coursework to ensure appropriate familiarity with each of the following four areas: comparative ethics, Christian sources and methods, the works of a major author or tradition of ethical thought, theological and ethical method.

7.6.4.4 Specific course requirements in Interdisciplinary studies. Normally the student will take three of the required nine courses in Systematic Theology and the history of dogma, and three in the cognate discipline. The remaining three courses should relate the two areas. The student should select courses on major contemporary theologians important for the student's specific area of interdisciplinary interest and courses on single problems treated in depth, rather than survey courses. For the cognate discipline, the student should take at least one core course in the graduate section of the appropriate department of the University of Toronto.

An example of an approved pattern of nine courses would be: one or more courses to fill gaps in the student's knowledge of the history of theology; one or more courses in major theologians; a seminar on a major problem in theology; a seminar at the graduate level of the University of Toronto, or equivalent, on the relevant methodology of the cognate discipline; a course providing in-depth knowledge of the content of the cognate discipline (for instance, where the cognate discipline is comparative religion, an advanced course in a major religious tradition; or where the cognate discipline is literature, an advanced course in Canadian authors); a seminar or reading course on a major problem relating theology with the cognate discipline; a course on a major author who links theology with the cognate discipline; and a course in a University department which allows a student to concentrate on questions important in theology or ethics.

7.7 Language courses

Courses in Biblical languages may be taken for credit, but they do not count towards the total courses required for the degree.

7.8 Course Registration

7.8.1 General registration procedures. The student must register for courses online through the "Repository of Student Information" (ROSI) at the University of Toronto website. There are three periods for course registration in the academic year, one before each of the three trimesters. Dates vary from year to year; students may enquire from the AD Office or the registrar's office of the college of registration.

7.8.2 Limited-enrolment courses. For any course with limited enrolment, students may register through the ROSI system. Registration for limited enrolment courses is on a first-come, first-served basis.

7.8.3 Courses requiring the instructor's permission. Where a course description indicates that the permission of the professor is required for registering in the course, the student cannot register for the course through ROSI, but must contact the instructor for permission and instructions on enrolment.

7.8.4 Reading and research courses. A student registering for a reading and research course must fill out a reading course form in consultation with the instructor, obtain the proper signatures, and bring it to the registrar of the college of registration.

7.9 Audited courses

A full-time student may audit courses without additional charge. A student may audit a course by informal arrangement, in which case the only requirement is the permission of the instructor. Alternatively, a student may formally register as an auditor in the course, so that the audited course appears on her or his academic transcript. In this case the student must complete the *Registration for Audited Courses Form* and submit it to the registrar of his or her college of registration. The permission of the instructor is required before or at the beginning of the course. For an attestation that the student has participated in an audited course, the following conditions must be fulfilled: (a) The student is fully qualified to take the course and is present for and participates in the class according to the policy set by the instructor. (b) The student completes all readings and in-class assignments. (c) The student does not write a final examination or submit materials for evaluation that would be equivalent to a final examination.

An audited course may not later be converted to a credit course.

7.10 Grading scale

All courses must be completed with a grade of at least B- (70) to be credited to the required courses of a doctoral program. The grade scale is as follows:

A+ (90-100)	Exceptional
A (85-89)	Outstanding
A- (80-84)	Excellent
B+ (77-79)	Very Good
B (73-76)	Good
B- (70-72)	Acceptable
Less than B- (70)	Failure (FZ)

As a rule, letter and number grades are assigned for all courses. In addition, the following non-grade course reports may be entered on ROSI by the college registrar subject to the policies in Sec. 7.11:

INC (Permanent Incomplete). This is assigned in special circumstances where course requirements have not been completed but a failing grade is inappropriate or unwarranted (e.g., medical reasons, extenuating circumstances, change in a student's situation). INC carries no credit for the course and is not considered for averaging purposes. This course report is subject to the conditions contained in Sec. 7.11.4.3.

SDF (Standing Deferred). This is assigned when a student has been granted an extension to complete the requirements for a course. SDF carries no credit for the course and is not considered for averaging purposes.

WDR (Withdrawn). This is assigned when a student has withdrawn from a course with no academic penalty, subject to the conditions in Sec. 7.11.4.3.

7.11 Course deadlines

Professors are responsible to ensure that clear deadlines are established for the completion of all course work, within the parameters outlined below. Students are responsible for submitting all work for each course by the established deadline or seeking an extension from the professor.

7.11.1 Prima facie deadline. The *prima facie* deadline for the completion of work in a course is the last day of the examination week for the trimester in which the course is taken.

7.11.2 Grade Submission. Coursework must be completed and grades submitted by the dates noted below. However, some colleges have established earlier deadlines (than those noted below) for the completion of coursework and the submission of grades. Instructors and students are bound to the earlier dates.

Jan. 6, 2014	Fall session (Y, H) courses
April 25, 2014*	Fall/Spring session (Y) and winter session (Y, H) courses *For students receiving degrees at May convocation, grades must be submitted well in advance of this deadline.
July 18, 2014	May/June summer session courses
Sept. 5, 2014	July/August summer session courses and extended reading and research courses

Instructors may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes available to the class the methods by which student performance shall be evaluated.

7.11.2.1 Coursework Extensions. Students are expected to meet the course deadlines of the instructor offering the course and are advised to plan their research projects accordingly. Students who find themselves unable to meet deadlines for completing coursework can, under certain conditions, receive extensions for completing the work after the dates set by the college in which the course is offered.

7.11.2.2 Petition. The authority to grant an extension for the completion of work in a course beyond the original TST or college deadline (whichever is earlier) for that course rests with the student's college AD Director, not the instructor of the course. Nevertheless, the instructor's signature is required for course extension requests to be processed. Students will petition their college AD Director for extensions, using a standard form provided by TST at: www.tst.edu (under "AD Forms").

The deadline for requesting an initial extension is the college deadline for completion of coursework and grade submission for courses offered in the relevant session.

A student on extension who is unable to complete the required coursework in the extension period specified by the college AD Director may apply to their college AD Director for a continuation of the extension (subject to the time limits and deadlines for extensions, set out below); however, the student must make such a request before the expiry date of the extension period in place.

7.11.2.3 Grounds. Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems of research in a course) or non-academic (e.g., illness). In order to

ensure as much uniformity and fairness as possible in the granting of extensions (or continuations of extensions), the relevant college AD Director must be reasonably certain that:

1. the reasons for the delay are both serious and substantiated: the student must provide a statement detailing the reasons, together with a physician's letter in the case of illness;
2. the student would not be granted an unfair academic advantage over fellow students in the course;
3. the student would not be placing in jeopardy the normal and satisfactory completion of new coursework; and
4. the student does have a reasonable chance of completing outstanding requirements within the time to be allotted.

7.11.2.4 Time Limits. If a college AD Director grants a petition for an extension, she/he must specify an extension period, which is not to run beyond the TST deadline for completion of coursework and grade submission following the original college deadline for the course. Thus, the TST deadlines for course extensions are as follows:

April 25, 2014	Fall session (Y, H) courses
Sept. 5, 2014	Fall/Spring session (Y) and Spring session (Y, H) courses
Jan. 9, 2015	Summer session courses and extended courses

A college AD Director may grant a continuation of an extension that is already in place provided that it does not extend the total period of the extension beyond the foregoing deadlines.

Extensions beyond these deadlines will require the approval of both the college AD Director and the TST AD Director.

7.11.3 Course registration with one or more SDFs. If a student has been granted an extension beyond August 31, he or she may register for no more than two courses in the fall semester. If a second extension should be granted, a student may register in no more than one new course for the fall semester. A student who registers at the beginning of the academic year for courses in the spring trimester will be required to drop courses which are excess according to this regulation, if SDFs have not been completed in the fall trimester. Compliance with this regulation does not necessarily affect the student's full-time status.

7.11.4 Absolute deadline.

7.11.4.1 Absolute deadline for TST courses. There is an absolute deadline beyond which extensions cannot be granted, except by petition to the AD Council. The absolute deadline for the submission of work for courses taught in the fall trimester is November 1 of the following year; for courses taught in the spring and summer trimesters it is March 1 of the following year. It is expected that the absolute deadline will be rarely utilized.

7.11.4.2 Absolute deadline for courses taken outside the TST. A student taking a course offered by the School Graduate Studies or another entity outside the TST having an earlier absolute deadline than that defined in 7.11.4.1 is bound to that earlier deadline. For SGS courses SDFs are not routinely assigned and extensions cannot be granted beyond the end of the trimester following the end of the course (except, on rare occasions, with the approval of the Admissions and Programs Committee of SGS).

7.11.4.3 Failure to meet deadlines. If a student has not submitted any outstanding coursework by an established deadline (either the course deadline, the end of the academic year, the absolute deadline or other approved extension deadlines), the professor's submitted grade shall be the actual grade earned in the course, calculated with zero assigned to any coursework that is still incomplete. The use of non-grade course reports, such as WDR or INC, and amendments to submitted grades in such cases, must be approved by the TST AD Director.

7.11.5 Registration procedures for extended completion of coursework. A student who has taken all courses required for his or her program but has not yet completed all coursework or language requirements is not permitted to proceed to the comprehensive examination stage. Such a student, during the time she or he is continuing work on the requirements of the course stage, will be registered at the beginning of each academic session with the course placeholder code TSZ7777YY "Research". The student cannot enter this placeholder code directly in the ROSI registration system; registration must be done by the registrar of his or her college of registration.

7.12 Minimum grade average

All courses must be completed with a grade of at least B- (70) to be credited to the required courses of a doctoral program. Further, the student must obtain an overall average of A- (80) on all courses required in the Th.D./Ph.D. program, with no grade below B- (70) in any course, in order to proceed to the comprehensive stage. If a student receives a failing grade (FZ or less than 70) in any course, the student's college and department will review the student's performance in the program and make recommendations to the ADC. The recommendation will normally be that the student's candidacy be terminated. If there are extenuating circumstances or other legitimate considerations, however, the college or department may recommend that the student be allowed to continue under certain specified conditions. (The conditions should include an indication of whether and how the failing grade will factor into the decision to allow the student to proceed to the comprehensive stage of the program.) The ADC will make a final determination about the student's status in the program. If the student is allowed to continue, he or she must repeat the relevant course or replace it with another course, and obtain a satisfactory grade. The failing grade will continue to appear on the student's record.

7.13 Transition to following stage

On completing the requirements of the course stage, which is to say, all course and language requirements, plus any and all qualifying prerequisites identified in the offer of admission, and any other requirements which may have been imposed, the student requests a meeting of the supervisory committee. The committee approves and minutes the student's admission to the comprehensive examination stage, and assists the student in determining areas of study and advisers for the comprehensive examinations, according to the procedures established for the subject of specialization, as detailed in section 8 below.

7.13.1 Additional duties in the Pastoral department. In addition, in the Pastoral department, when the supervisory committee meets with the student at the end of the course stage, they will determine together three areas for the comprehensive examinations and two examiners. One may be the chair of the supervisory committee, who will chair the comprehensive defence.

7.13.2 Additional duties in the Theological department. In addition, in the Theological department, when the supervisory committee meets with the student for the last time, at the end of the course stage, it (a) determines the areas to be examined in the comprehensive examination; (b) appoints the chair and two other members of a comprehensive

examination committee; and (c) recommends a thesis topic and director to the Executive Committee of the department. The student may refine the formulation of the title in the comprehensive examination stage. In addition, in the specific field of systematic theology, the supervisory committee determines the areas to be examined, and the examiners who will evaluate the first and second comprehensives.

8 Comprehensive examinations

The second stage of the Th.D./Ph.D. program is the comprehensive examinations stage. The intended outcomes for this stage of the program (especially concerning knowledge of the area of concentration and ability with scholarly tools and skills) are described in Appendix 2.

8.1 Objective

The comprehensive examination stage is a process in which the student reviews coursework and prepares several research topics under supervision. The process culminates in an evaluative activity whose form varies by department. Despite the term "comprehensive", the student is not expected to acquire a comprehensive knowledge of the area of specialization, which would require more than a lifetime. The objective is to ensure that the student has acquired sufficient academic skills of research and scholarly reporting, and a sufficient sense of the breadth, integrity, and context of the area of specialization, to be able responsibly to undertake specialized original research in that field, and accurately to represent it to others in teaching (see also the section on learning outcomes, 2.4 above and Appendix 2). The student acquires a sense of the *breadth* of the area of specialization by becoming familiar with its key features and undertaking independent research in areas lying outside his or her specific specialization. The student acquires a sense of the *integrity* of the area of specialization by understanding and making use of its methods, sources, and norms. And the student acquires a sense of the *context* of the area of specialization by recognizing its dependence on the wider life of the Church, other academic disciplines, and various epistemic presuppositions, and also by recognizing the influence of his or her own personal perspectives. The student who completes the comprehensive examination stage has demonstrated that she or he will be able within a reasonable period of time to complete a thesis which will make a significant contribution to the knowledge of her or his chosen field.

8.2 Form

At the outset of the comprehensive examinations stage, the student develops a plan of study, following departmental guidelines. After the plan is approved, the student spends a period of time, typically several months, in reading and research. Either during or at the end of this research period, depending on the department, the student produces written work for evaluation. At the end of this stage of the program, the student sits an oral examination. The details of this general process vary considerably according to the area of specialization, as discussed below (8.6).

8.3 Record-Keeping

8.3.1 Registration. The student may proceed to prepare for the comprehensive examination as soon as he or she has been admitted to that stage by his or her supervisory committee. The student obtains a copy of the *Comprehensive Stage Registration Form* (available from the college registrar or the TST website) and an up-to-date copy of his or her academic history report (available from the college registrar), and gives it to the chair of his or her supervisory committee. The chair completes the form and sends it to the TST AD office. At the period set for program registration for the immediately following trimester, the registrar of the college of registration will register the student.

8.3.2 Submission of grades and results. Grades for individual examinations are to be submitted by the examiner to the TST AD office, using the *Comprehensive Examination Grade Report Form*, available from college registrars or the TST website. In the Pastoral and Theological Departments, however, the grade for the third comprehensive examination includes the oral assessment. This grade is submitted on the *Comprehensive Final Evaluation Form*. For all departments the results of the final oral examination are to be submitted by the chair of the committee, using the *Comprehensive Final Evaluation Report Form*, also available from college registrars or the TST website (as above). The latter form also contains a section where the committee can confirm that the student has completed all of the requirements of the program to this point and is clear to proceed to the thesis proposal stage. Copies of the completed forms will be sent by the TST AD office to the registrar of the student's college.

8.4 Time limit

The student must complete the first attempt at the comprehensive examinations within three years of entrance into the Th.D./Ph.D. program (or, if the student has had a leave of absence, at a commensurately later date). If the student will not be able to meet this deadline, he or she shall, before the deadline, request an extension. An initial one year's extension may be granted by the AD director of the college of registration. To request such an extension, the student must complete the appropriate form (*Request for an Extension to Complete Comprehensive Examinations [first extension]*). If the student requires a second year's extension, he or she must complete the appropriate form (*Request for an Extension to Complete Comprehensive Examinations [subsequent extension]*), and submit it to the AD Director of the college of registration for decision by the ADC. If the student requires a third year's extension, he or she must make the request to the ADC through the AD Director of the college of registration, providing a letter fully describing the need for the extension. Except as provided herein, a student who fails to meet the deadline for the first attempt at the comprehensive examinations will not be permitted to proceed further in the program.

8.5. Requirements for completion of comprehensives stage. In evaluating the comprehensive stage, the overall criterion is the student's demonstrated competence and the likelihood that he or she will be able to research and write a successful thesis in the field within a reasonable length of time.

8.5.1 Minimum grade average. In order to advance to the thesis proposal stage of the program, a student must achieve at least a minimum B+ (77% or higher) grade in each comprehensive exam (including the oral evaluation), with an overall average of at least an A- (80% or higher).

8.5.2 Failure. In the event that the student fails to attain the minimum grade in any of the comprehensive examinations on the first attempt (oral evaluation included), he or she may take only one supplementary examination per comprehensive, which must be held within three months of that exam. A maximum of two supplementary examinations may be taken in total. In the event that the student fails the comprehensive exam committee will recommend to ADC the termination of a student's registration in the program.

8.6 Regulations by department and area of concentration

8.6.1 Biblical department

8.6.1.1 Objective. The field of Biblical sources, with its two primary areas of concentration (Old Testament/Hebrew Bible and New Testament), can be described, thoroughly but not necessarily exhaustively, according to the list of subjects in Appendix 1, grouped into four main subject categories. Comprehensive examinations are designed as a means of

demonstrating that a student has attained appropriate levels of knowledge and ability in these subjects. Students will write examinations in four subjects; two of these will be designated as major comprehensives (demonstrating expertise) and two as minor (demonstrating competence). Examinations for major comprehensives will be four hours in length and three hours for minor. These will be followed by an oral evaluation.

8.6.1.2 Approval of subjects. At the first meeting of the supervisory committee and student, possible subjects for comprehensive examination were chosen (see 7.2.3.1). Shortly before the student begins the comprehensives the chairperson of the supervisory committee will request the department to approve the list of comprehensive examiners, plus additional readers for the major areas, as proposed by the supervisory committee. The following considerations need to be taken into account concerning the choice of subjects for comprehensive examinations.

8.6.1.2.1 Cross-reference. There is a certain measure of intersection among the four subject categories listed in Appendix 1. A comprehensive examination in one subject will often include components drawn from a subject in another category; for example, a comprehensive examination in a particular body of literature may include questions on a method or an aspect of context.

8.6.1.2.2 Limitations of faculty resources. In principle, it should be possible to write comprehensive examinations on any of the subjects. In practice, this will be limited by the interests and areas of expertise of the actual set of AD faculty at any given time. However, while the primary subjects for comprehensive examinations are limited by the interests and competencies of faculty members, a larger number of subjects can be drawn into the comprehensive examinations in a secondary way as components of the examination. Periodically, the Biblical Department will compile and make available a list of comprehensive examinations that are currently being offered by the members of the department.

8.6.1.2.3 Cross-disciplinary consultation. In fields that are normally covered by faculty not appointed to the Biblical department (theology, history, classics, Near Eastern studies, sociology, anthropology), the department will rely on the assistance of non-departmental faculty in defining the scope of the comprehensives, and determining an appropriate testing method.

8.6.1.3 Design of the examinations. As a guideline, each of the four subjects will be tested by a written examination of three hours (in the case of the minor subjects) or four hours (in the case of the major subjects). However, faculty members have a measure of latitude in the actual design of a comprehensive examination and the process of preparation leading up to it. The following features should be common to all comprehensive examinations.

8.6.1.3.1 Student's educational objectives. The interests and program needs of the student should be taken into account in designing the examination.

8.6.1.3.2 Transparency of the design. In preparing for the examination, the student should have a clear idea of the aspects of the subject that will be covered in the examination, together with some idea of the structure of the examination (e.g., number of questions, element of choice).

8.6.1.3.3 Bibliography. There should be a clear identification of the secondary bibliography with which the student shall be familiar.

8.6.1.3.4 Tools. The tools allowed for writing the exam will normally be an unannotated Bible in its original languages and a concordance.

8.6.1.3.5 Expectations. The preparation required of the student for a comprehensive examination should be roughly equivalent to the amount of time required for a

course. What differentiates a major comprehensive from a minor is the extent of knowledge that is expected, not necessarily the length of preparation. In arranging with the student what will be expected, those who administer the two minor examinations should take into account the student's other examination areas and likely dissertation interest and propose a narrower refinement of the two minor areas. In any case, a student should be able to complete the comprehensive examinations within an academic year.

8.6.1.4 Eligibility to write. Having identified the areas of the comprehensive examinations during the first semester of the program, the student effectively begins preparation during the course stage. However, a student may begin to write comprehensive examinations only when all language examinations have been passed, eight course units have been completed and grades assigned, and the *Comprehensive Stage Registration Form* has been filled out and submitted.

8.6.1.5 Number of examiners and readers. For each of the two major subjects, there will be one examiner, who sets the exam, and two additional readers, who along with the examiner shall evaluate the student's responses. For each of the minor subjects, one examiner shall set, administer, and evaluate the written examination. The comprehensive examination committee shall consist of the examiners together with the additional readers.

8.6.1.6 Distribution of examination copies. When an examination has been written, the examiner should make copies of the examination questions and the student's responses for the student, the examiner him/herself, and (in the case of a major) the additional readers. The originals of the four written examinations are to be returned to the chairperson of the student's supervisory committee. When a written examination has been evaluated, the person setting the examination questions should submit the grade according to the procedure outlined in 8.3.2.

8.6.1.7 Marking. Each of the four written comprehensive examination units will receive a number and letter grade. In the case of the major examinations, this grade will be the average of the grades given by the examiner and the two additional readers.

8.6.1.8 Oral evaluation. Once the student has successfully completed the four written comprehensive examinations, he or she proceeds to the oral evaluation. The oral evaluation will be conducted by the chair of the student's doctoral supervisory committee. The comprehensive examiners should be present for the oral evaluation; the additional readers for the major comprehensives have the right to attend the oral if they so choose, although their presence is not required. If an examiner is not able to be present the chairperson should arrange for a substitute. In no case should there be less than three faculty members at an oral evaluation; normally there should be no more than five. A copy of all the written examinations should be sent to each of the four examiners and to each of any additional readers who choose to participate in the oral evaluation. The oral evaluation will initially and primarily cover the topics discussed in the written examinations, though examiners can, within reason, raise questions pertaining to the comprehensive subject more generally, especially the major comprehensives. The oral evaluation will be assigned a numerical and letter grade, and the result is to be communicated according to the procedure outlined in 8.3.2.

8.6.1.9 Final evaluation. At the end of the oral evaluation, the committee determines whether the student has successfully completed the comprehensive stage (see 8.5) and communicates this according to the procedure outlined in 8.3.2.

8.6.2 Historical Department. This section applies to all students entering the program after January 1, 2011, and may be elected by students whose current registration in the program began before that date.

8.6.2.1 Intended learning outcomes. The comprehensive examination process is intended to demonstrate to the Department a student's skills in research, breadth of historical knowledge, and ability to communicate historical material. In particular, the student must demonstrate the basic familiarity with a significant proportion of the history of Christianity and the skills for communicating historical knowledge that would be required to teach effectively a typical introductory course; and also the basic familiarity with another area that would be required to offer a lecture at the introductory level.

8.6.2.2 Supervision. During the comprehensive examination stage, the student is academically accountable to, and receives assistance from, the supervisory committee as it was empanelled according to ¶7.2.1. On the request of any party, the chair of the Department may make such substitutions in the membership of this committee as he or she deems appropriate.

8.6.2.3 The Comprehensive Examination Proposal. The student's first step in the comprehensive examination stage is to prepare a plan of study in the form of a Comprehensive Examination Proposal that identifies a major and two minors, and which supplies the required bibliography, according to the requirements set out in this section. The student should meet with the supervisory committee in person at least once during this process; the meeting is requested at the initiative of the student and arranged by the chair of the supervisory committee. The student submits drafts of the Proposal, electronically or in hard copy, to each member of the supervisory committee, and the committee requests revisions, until a final draft is acceptable to both the student and the committee. The chair then reports the approval of the Proposal by the supervisory committee to the chair of the Department for reporting in the minutes, and submits copies of the student's approved Comprehensive Examination Proposal to the TST AD Office and to the AD Director of the student's college of registration.

8.6.2.4 Structure of the comprehensive examination. The comprehensive examination has four parts: a written major (weighted as two of the twelve units required for the program), two written minors (each weighted as 1.5 units), and an oral examination (weighted as 1 unit).

8.6.2.4.1 The major period. The student will choose one of the following four time periods as the major for the comprehensive examination: early Christianity; medieval Christianity; early modern/Reformation Christianity; modern Christianity. Typically the student's chosen major period will be the period of the student's expected thesis subject, and it is intended that the student's reading for this part of the comprehensive examination will serve as necessary background for the detailed research that will be required at the thesis stage. The dates of these four time periods will depend on the student's interests and focus. In the Comprehensive Examination Proposal, the student will assign beginning and ending dates to the chosen time period, and give a rationale. The student will prepare a bibliography of 100 books for this period; about half of this number must be books listed in period bibliographies published by the Department for this purpose. The student's familiarity with these books will be tested in the written major exam and in the oral exam.

8.6.2.4.2 Minor field 1. The student will choose a subject in the history of Christianity (see Appendix I, section 2). The student will prepare a bibliography of 60 books for this subject. The following rules apply to the bibliography: (1) it must substantially cover at

least two of the four time periods identified in 8.6.2.4.1; (2) it must substantially cover at least two continents; (3) it must substantially cover at least two Christian traditions (the term as used here will usually mean broad traditions as reflected in organized ecclesial communions or denominations such as Anglican, Methodist, Reformed, or Roman Catholic, but the student may interpret the term otherwise and give a rationale in the Comprehensive Examination Proposal). The student's familiarity with these books will be tested in the written first minor exam and in the oral exam.

8.6.2.4.3 Minor field 2. The student will choose one of the following three options.

8.6.2.4.3.1 Minor field 2, option 1: a second historical subject. The student chooses a second subject in the history of Christianity with a bibliography of sixty books, according to the same requirements as set out in 8.6.2.4.2.

8.6.2.4.3.2 Minor field 2, option 2: a cognate field. The student chooses a subject in a field other than history, such as pastoral theology, Biblical studies, sociology, or comparative literature. The student constructs a suitable bibliography of approximately 60 books. In constructing a bibliography, the student will consult with a specialist in the chosen field; the specialist should be chosen in consultation with the supervisory committee and, after agreeing to serve as a resource for this purpose, will be named in the Comprehensive Thesis Proposal. The student's familiarity with the reading will be tested in a written exam, called the cognate field exam. The specialist who was consulted in the construction of the bibliography will be invited to be involved in setting and evaluating the exam.

8.6.2.4.3.3 Minor field 2, option 3: a teaching portfolio. The student develops a teaching portfolio on the subject chosen for minor field 1. The portfolio includes the following components: (1) a course syllabus (including such items as outlines of lectures, themes for tutorial discussion with required readings, suggested essay topics, and a sample final assignment); and (2) a set of three, four, or five sample 50-minute class sessions. One of these sessions will be a lecture, drawn from any part of the course syllabus, suitable for an undergraduate course in the field, and intended to fill a 50-minute time slot; illustrative material can be included. This option is evaluated solely on the quality of the dossier, and no other examination is involved. A student choosing this option should complete it before the beginning of the series of other written examinations described in 8.6.2.4.

8.6.2.5 Procedures for the comprehensive examination.

8.6.2.5.1 Student's preparation. While the student may take as long to prepare for the comprehensive examination as is permitted under ¶8.4, the Department's intention is that preparation should normally require no more than four months after the approval of the Comprehensive Examination Proposal.

8.6.2.5.2 Student's notice of intention. Approximately four weeks before the time that the student wishes to take the examination, he or she should so advise the chair of the supervisory committee.

8.6.2.5.3 The comprehensive examination committee. The supervisory committee will meet by electronic means or in person to recommend the members of the comprehensive examination committee. The examination committee will normally comprise the chair of the Department as non-voting chair, and three faculty members qualified by TST at the advanced degree level. The faculty members are chosen with a view to ensuring that, among them, they have sufficient expertise to examine the student in the major and two minor fields.

The chair of the supervisory committee submits the recommended slate of examiners to the chair of the Department for approval by the Department.

8.6.2.5.4 Examination procedure. The chair of the examination committee makes arrangements for the examination, including the dates and places of examination, the assignment of responsibilities to members of the examination committee for constructing questions for the written examinations and reading the student's answers, the procedures for invigilating the written examinations, and the procedures for the oral examination. Typically each of the three parts of the examination (the major and the two minors) will be evaluated by a different member of the examination committee. Two written examinations and an oral examination will be scheduled within a period, normally, of two weeks. The first written examination, for which three hours will be allowed, will cover the major period. The second written examination will cover the two minor fields in a sitting of three hours, or, if the student has chosen the teaching dossier for the second minor, it will cover the first minor field in a sitting of ninety minutes. The student will receive and answer one question for each field; the question may have more than one part. The oral examination will proceed only if at the examiners of the student's written examinations evaluate at least two of the three parts at the level of at least B+ 77%. For the oral examination, a period of approximately 75 minutes will be allowed, and questions may be asked about any of the books on the student's bibliographies.

8.6.2.5.5 Evaluation. The examinations will not stress the recall of detail, but will test the student's (1) close familiarity with the major conclusions and major supporting arguments presented in any of the books on the student's bibliography, (2) skill in comparing and contrasting these conclusions and arguments, and critically evaluating them, (3) ability to draw from the material inferences and insights of significance for historiographical method, and (4) ability to communicate an integrated picture of the issues under consideration. If the student has chosen a teaching portfolio as the option for the second minor, it is evaluated on its instructional suitability, including (1) selection of significant themes and materials, (2) historical accuracy, and (3) effectiveness of communication. All parts of the examination are graded, and the overall mark for the comprehensive examination is calculated on the basis of the credit value assigned to each examination: major field (2 units/1 credit), minor fields (1.5 units/0.75 credits each), and oral examination (1 unit/0.5 credits). The result of the examination is reported according to the provisions of ¶8.3.2. In the event that the student fails the exam, the provisions of ¶8.5.2 apply.

8.6.3 Pastoral department. The comprehensive examinations comprise two examinations, and one comprehensive essay which is defended orally.

8.6.3.1 Structure of the comprehensive examinations. Each of the two examinations and the comprehensive essay is weighted as one program unit. The examinations must be completed before the comprehensive essay is attempted. All three components of the comprehensive examinations must be completed in not less than one semester nor more than two trimesters, with a further three months allowed for supplementary examination if necessary.

8.6.3.2 Purposes and processes of the two examinations. Comprehensive examinations in the Pastoral Department are intended to demonstrate both specialized and interdisciplinary knowledge. The first examination is intended to demonstrate the student's depth of knowledge in a subject of specialization. For this examination, the student either (a) chooses an exam topic or set of topics within her or his subject of specialization, and reads a number of assigned books and articles relating thereto, or (b) writes a major essay (30-40 pages) in a field (e.g. Bible, Theology) that relates to his or her thesis topic.. The second

examination is intended to demonstrate the breadth of the student's knowledge. For this examination, the student either (a) chooses an exam topic or set of topics from a critical perspective, or (b) writes a second major essay (30-40 pages) in a field that relates to his or her thesis topic. (For example, a student might consider hermeneutics, theology, and epistemology in a particular historical period, or a student might explore the significance of a particular paradigm or theologian from one's own field or one related to the subject of specialization.) Each of these two examinations when not in essay form will be not more than three and one-half hours each. They normally will take place in the first term of the third year. They are evaluated by the two examiners who were appointed by the supervisory committee when it met with the student at the end of the course stage (7.13.1). One of the examiners may be from another Department or where advisable from the University of Toronto. The examiners assign a letter and number grade, and report the grade according to the procedure outlined in 8.3.2.

8.6.3.3 The comprehensive essay and oral defence. The comprehensive essay is conceived as leading towards the student's thesis proposal. It covers the bibliographical and historical sources upon which the thesis will draw as well as the critical issues in the proposed topic. It is intentionally broad in scope. The comprehensive essay is normally completed in the second trimester of the student's third year in the program.

8.6.3.3.1 Integrative character of the essay. The essay is to be thematic and analytical, and should demonstrate an integrated approach to the various written resources. It must connect the student's specialized interests (that is, his or her prospective thesis area) with one or more other areas in the Pastoral department or in other departments in the TST or the University of Toronto. (For example, a candidate in homiletics might relate a specific area of homiletics to the social or literary history of a given period, or to the pastoral care movement in North America in the twentieth century, or to aspects of biblical hermeneutics, or to certain issues of doctrine.)

8.6.3.3.2 Procedure for evaluating the essay. The chair of the supervisory committee will receive the completed paper, and send copies to the examiners; at this time the chair also sets the time and place for the oral defence of the comprehensive essay. The examiners shall report the results, in writing, to the chair of the supervisory committee, within one month (except between May 1 and August 31) of receiving the essay.

8.6.3.3.3 The oral defence. The oral defence shall be scheduled for no more than three hours, of which two hours are given to the defence itself, and one hour to evaluation and consultation. The grade for the third examination includes an assessment of the oral defence and is reported according to the procedure outlined in 8.3.2.

8.6.3.3.4 Final evaluation. After the defence, the student will be excused while the examiners (a) determine a letter and number grade for the comprehensive essay with oral defence, and (b) consider the results of the comprehensive examinations as a whole (i.e., the two examinations, comprehensive essay, and oral defence), determining whether the student has successfully completed the comprehensive stage (see 8.5). The examiners will then meet with the student to report the findings and consult about further steps in the program as necessary (see 8.6.3.5). The results of the oral evaluation are communicated according to the procedure outlined in 8.3.2.

8.6.3.5 Transition to thesis stage. If the examination committee determines that the student is ready to proceed to the thesis stage, it also determines, in discussion with the candidate, an appropriate thesis director willing to work with the student. The chair of the

committee will forward to the chair of the Pastoral department the name of the recommended thesis director and an indication of the area of the student's proposed thesis area. The comprehensive examination committee disbands once the department accepts the recommendation of a thesis supervisor.

8.6.4 Theological department

The comprehensive examination comprises two examination papers and an analytic essay, the last of which is defended orally.

8.6.4.1 Structure of the comprehensive examinations. The comprehensive examination has three parts, each weighted as one program unit. Each of the first two examinations is “open book,” and the student may choose to sit the examination in a three-hour period or write it as a take-home examination in a 24-hour period. The student is permitted and encouraged to use a computer, provided that she or he does not incorporate material written earlier. These examinations may not exceed 30 pages (7500 words). They should be written as examination papers, not as research essays. The third examination is an analytic essay of between thirty and forty pages. It is defended orally.

8.6.4.2 Examiners. The three examiners (“the comprehensive examination committee”) were appointed by the supervisory committee when it met with the student at the end of the course stage (7.13.2). In the case of a student in *special interdisciplinary studies*, one of the examiners for Examination 2 should be a specialist in the student’s cognate discipline.

8.6.4.3 Topics.

8.6.4.3.1 Examination 1. In *systematic theology* and *philosophical theology/philosophy of religion*, the first examination covers a subject or a set of subjects within the student's module of specialization. In *Christian ethics*, the first examination covers a subject or set of subjects with reference to selected major or distinctive theologians, or traditions or movements, or schools of thought pertaining to the student’s areas of interest. The student reads a number of assigned books and articles, and writes an examination to be graded by two members of the comprehensive examination committee. In *special interdisciplinary studies*, the first examination covers a topic or set of topics in the area of theology. The examination is given a letter and number grade, which is reported according to the procedure outlined in 8.3.2.

8.6.4.3.2 Examination 2. In *systematic theology* and *philosophical theology / philosophy of religion*, the second examination covers a set of topics in module C (doctrines in their historical development), or, if that is the student's module of specialization, then a topic or set of topics in either module B (sources and methods) or module D (doctrines in their contemporary exposition). In *Christian ethics*, the second examination covers a topic or set of topics with a set of topics related to the history of an issue in Christian moral tradition OR a contemporary social issue. The student will read a number of assigned books or articles, and write an examination to be graded by two members of the comprehensive examination committee. In *special interdisciplinary studies*, the second examination covers a topic or set of topics in the student’s cognate discipline. The examination is given a letter and number grade, which is reported according to the procedure outlined in 8.3.2.

8.6.4.3.3 Examination 3. The third examination is intended to lead towards the student's thesis proposal. For this examination the student will write and defend an analytical essay covering the bibliographical and historical sources upon which the thesis will draw and demonstrate an awareness of the presuppositions, historical background, and critical issues

involved in the proposed topic. For candidates in *special interdisciplinary studies*, the examination is normally expected to demonstrate the cross-disciplinary links between theology and the cognate discipline. The examination should be written without detailed assistance from the faculty. The paper will be defended in an oral examination before the three members of the comprehensive examination committee. The grade for the third examination includes an assessment of the oral defence and is reported according to the procedure outlined in 8.3.2.

8.6.4.4 Scheduling guideline. The comprehensive examination committee should allow the student approximately six to eight weeks to prepare for each of the three examinations, or a greater amount of time depending on the student's other responsibilities. The entire process of the comprehensive examinations normally takes not less than one trimester and not more than two trimesters.

8.6.4.5 Procedures.

8.6.4.5.1 Plan of study. After being appointed, the comprehensive examination committee meets with the student to decide, in consultation, the topics for the examinations, two examiners for each of the two examination papers (i.e., Examinations 1 and 2), and the due dates of the two examination papers and the analytic essay. The committee may appoint additional faculty members outside the committee to evaluate Examinations 1 and 2. In *special interdisciplinary studies*, an examiner is appointed who specializes in the student's cognate discipline.

8.6.4.5.2 Bibliographies. The two persons appointed for each of Examinations 1 and 2 will meet with the student to assign bibliographies and specific areas of study. The bibliography should normally consist of no fewer than eight and no more than twelve books, depending on their length and difficulty; the list may include journal articles.

8.6.4.5.3 Examination questions. On the examination date, the student will be given a list of questions, typically five or six, from the assigned areas of study. From this the student will be asked to choose two or three.

8.6.4.6 Final evaluation. At the end of the oral evaluation, the committee determines whether the student has successfully completed the comprehensive stage (see 8.5) and communicates this according to the procedure outlined in 8.3.2.

9 Thesis proposal

The third stage of the Th.D./Ph.D. program is the thesis proposal stage. Under supervision, the student develops a thesis proposal which is submitted for approval according to departmental regulations. When it is approved, the thesis proposal represents an agreement between the student and the department, by which the student agrees to undertake the research proposed and the department agrees that the completed thesis, if it satisfactorily achieves what is proposed, will be recommended for oral defence.

9.1 Registration

Students whose other degree requirements have been completed (as confirmed by the chair of the comprehensive examination committee on the *Comprehensive Final Evaluation Report Form* ; see 8.3.2) but whose thesis topic has not yet been approved register for TSZ8888YY (Thesis Proposal).

9.2 Appointment of the thesis director

The thesis director is responsible for the direction of the student through the thesis proposal stage and the thesis stage. A department may appoint a co-director where the student will benefit from the complementary expertise of two persons, or will benefit from the expertise of a professor

who is not a regular member of the advanced degree faculty.

9.2.1 In the Biblical department. The initial association of the student and the prospective thesis director is a process of mutual selection, though the initiative usually lies with the student to seek out a faculty member willing to serve in this capacity. In seeking to identify an appropriate thesis director, the student may wish to consult professors already known to him or her. The student then works under the supervision of the prospective thesis director to develop a thesis proposal. The formal appointment of the thesis director occurs in conjunction with the approval of the thesis proposal.

9.2.2 In the Historical department. Upon the successful completion of the comprehensive examination stage, the student may invite a qualified professor to serve as his or her thesis director. If the professor agrees to serve in this way, he or she should so advise the chair of the Historical department, and the student should so advise the AD Director of the college in which he or she is registered. The department must approve the thesis director.

9.2.3 In the Pastoral department. The thesis director is appointed by the department on the recommendation of the comprehensive examination committee (see 8.6.3.5). Normally, the thesis director will be a member of the Pastoral Department.

9.2.4 In the Theological department. The thesis director and topic are recommended by the supervisory committee at its last meeting with the student at course stage (7.13.2).

9.2.5 Competence of the thesis director. The director must have research competence in the area of the proposed thesis topic, which is ordinarily demonstrated by publication, previous thesis direction, and course teaching, as well as the requisite allied skills, which may include skills in research languages or skills in cognate disciplines. Where the director has research competence and requisite allied skills in some parts of the proposed thesis topic but not in others, a co-director may be named. The co-director is not necessarily a faculty member of TST but must have the equivalent to TST advanced degree status in his or her institution.

9.3 Appointment of a thesis proposal committee in the Biblical, Historical, and Theological departments.

In the Biblical, Historical, and Theological departments, at the beginning of the thesis proposal stage, a thesis proposal committee of three persons is appointed by the department in consultation with the thesis director. The committee assists the student in developing the thesis proposal.

9.4 Refinement of a thesis topic

9.4.1 Criteria for an acceptable thesis topic. An acceptable thesis topic will meet the following criteria. (a) The topic relates to an area recognized by the department. (b) There is a sufficient body of material concerning the topic to warrant a thesis. (c) The disciplinary method to be employed is appropriate and comes within the scope of the department. (d) The topic relates to a living author or recent event or issue, the topic is recognized as significant, and secondary literature exists in regard to it. (e) The topic is sufficiently focused and manageable to allow the student to develop a thesis statement which will represent an original contribution to scholarship and which can be persuasively argued on the basis of primary evidence within the scope of three hundred pages. (f) The student has sufficient skills in the requisite languages and auxiliary disciplines. (g) In the case of an interdisciplinary topic, the student has sufficient skill in the cognate discipline, which will normally include training at the graduate level.

9.4.2 Research involving human subjects. Research involving human subjects is subject to the standards and policies established by the Office of Research Ethics at the University of Toronto. All such research requires approval from either the TST or the

University's Research Ethics Board.

9.5 Form and contents of the thesis proposal

9.5.1 Constituent parts. The thesis proposal must contain the following elements.

9.5.1.1 Title page. This includes the thesis title, the student's name, the name of the thesis director, the student's program, the student's department, the student's college of registration, and the date of submission.

9.5.1.2 Introduction. The most important part of the Introduction is the thesis statement, setting out in the briefest possible form the exact proposition or hypothesis which the thesis will demonstrate. The Introduction also provides the context necessary to show why the thesis statement is important. To this end it identifies the research question and describes its broader setting in academic research. It gives attention to previous enquiry and available secondary literature (the *status quaestionis*). The Introduction should also include a description of the project as a whole. The reader of the Introduction should be persuaded of the originality of the thesis and its potential contribution to scholarship.

9.5.1.3 Methodology. This section describes the relevant primary literature and the methods to be used for interpreting it. It gives a rationale for the method and indicates how it will be used to generate dependable conclusions and verify the thesis statement.

9.5.1.4 Procedure. This section describes how the exposition will be developed, including how it will be organized by chapters or areas, with a brief topical description of what is to be covered in each chapter or area. The interrelation of these chapters or areas ought to be described briefly as well.

9.5.1.5 Implications. Depending upon the student's department, the theological, biblical, historical or pastoral implications of the study must be clearly and concisely set forth in the proposal.

9.5.1.6 Bibliography. A working bibliography must be presented. It should be appropriately categorized; in all cases the primary and secondary literature should be distinguished, and other divisions may be appropriate as well.

9.5.2 Length. The thesis proposal should be no more than 4000 words in length, not including bibliography.

9.6 Initial approval of the thesis proposal

9.6.1 Primary readers.

9.6.1.1 In the Biblical, Historical and Theological departments. The thesis proposal committee (9.3) evaluates the thesis proposal when the student submits it. In instances where the thesis proposal committee believes that it does not have sufficient expertise to evaluate the thesis proposal, it may invite an additional qualified outside reader to read it.

9.6.1.2 In the Pastoral department. When the student and the thesis director are satisfied that the thesis proposal is ready to be submitted, the thesis director shall so notify the chair of the department, who will recommend to the department the names of two additional readers, normally from within the department, who are willing to serve and who are able to respond to the proposal in a timely fashion. The thesis director and the two additional readers form the thesis supervisory committee. When the committee is appointed, the thesis director forwards copies of the proposal to the two other members of the committee. The readers must report their findings to the thesis director within one month (summer months from May 1 to August 31 excepted).

9.6.1.3 In the Theological department. On the request of the thesis director, the department or its executive committee, in consultation with the thesis director, appoints two

members who, together with the thesis director, form the thesis supervisory committee.

9.6.2 Procedures.

9.6.2.1 Evaluation of the thesis proposal. When the thesis director (or proposed director) is satisfied with the thesis proposal, the student sends copies to the primary readers. They examine the thesis topic and thesis proposal developed by the student according to the criteria in 9.4 and 9.5, and may (a) recommend approval, (b) recommend approval with the condition of minor corrections, (c) direct the student to make modifications, (d) direct the student to develop a new thesis proposal.

9.6.2.1.1 Oral examination in the Theological department. In the Theological department, the thesis proposal is examined orally. When the thesis director considers the proposal ready for examination, he or she arranges a time for the thesis supervisory committee to meet with the student.

9.6.2.2 Re-submitted proposal. Where the thesis supervisory committee requires modifications in the thesis proposal, the student must submit a revised version of the proposal within three months. Failure of the revised proposal to meet the approval of the committee will be reported to the department and to the TST AD Director, and will result in the student's withdrawal from the Program. If the thesis supervisory committee considers that the re-submitted thesis proposal is not a revision of the first proposal but a new proposal, the chair shall so advise the TST AD Director, in writing.

9.6.2.3 Report of approval in the Theological and Pastoral departments. In the Theological and Pastoral departments, the thesis supervisory committee is deputed to act for the department. The chair of the thesis supervisory committee reports the approval of the thesis proposal on the *Thesis Proposal Approval Form*, sending the original to the TST AD Office and copies to the department chair, the AD Director of the student's college of registration, and the student. The approval is reported to the ADC.

9.6.2.4 Procedures for approval in the other departments. In the Biblical and Historical departments, the thesis director (or, in the case of the Biblical department, the proposed thesis director) reports the approval of the thesis proposal to the chair of the department, and distributes copies of the proposal to each member of the department at least one week prior to the departmental meeting at which the proposal is presented. The thesis director should be present at the meeting if possible. The department can either confirm the approval, or conditionally confirm it subject to specified modifications, the completion of which are to be verified by the thesis director. The thesis director should communicate these results to the student within one week of the departmental meeting. The chair of the department completes the *Thesis Proposal Approval Form*, sending the original to the TST AD Office and copies to the AD Director of the student's college of registration and the student. The approval is reported to the ADC.

9.6.2.5 Procedure for a non-confirmed proposal. In the Biblical, Historical, and Pastoral departments, if the department turns back an affirmative recommendation of the thesis supervisory committee, the chair must so advise the student within one week. From the date of being so advised, the student has three months to submit a revised proposal to the thesis supervisory committee. Failure of the revised proposal to meet the approval of the committee will be reported to the department and to the TST AD Director, and will result in the student's withdrawal from the Program. If the thesis supervisory committee recommends the revised thesis proposal to the department but the department is unwilling to approve it, the chair of the department so notifies the TST AD Director, and the student is required to withdraw from the

program. Should the thesis proposal committee regard the re-submitted thesis proposal to be a new proposal rather than a revision of the first proposal, the chair shall so advise the TST AD Director.

9.6.2.6 Consultation with student. Often in the course of the conversation in a department meeting about a thesis proposal, members will have suggestions to make which do not require the formal amendment of the proposal. As assistance to the student, it is appropriate for the thesis director to communicate to the student any constructive particulars of the department's conversation concerning the thesis proposal and any informal recommendations arising therefrom.

9.6.2.7 Distribution of final copies. Where the thesis proposal has been approved, the chair of the department (or, in the case of the Theological Department, the chair of the thesis proposal committee) sends two copies to the TST AD Office (one for the student's file, and one for consultation by other students), and one copy to the AD director of the college of registration. Where the thesis proposal has been approved with minor corrections, the student prepares a revised version, to be distributed in the same manner.

9.7 Change in proposal

Should the student later make substantial changes in his or her approach to the thesis, the student should consult with his or her director on the advisability of submitting a new thesis proposal.

10 Thesis stage

The fourth and most important stage of the Th.D./Ph.D. program is the thesis stage.

10.1 Registration

A doctoral student whose thesis proposal has been accepted and who is writing the thesis will be registered in TSZ9999YY (Thesis Writing) at the next registration period. This registration will be renewed each session so long as the student continues to pay fees, until such time as the student completes the thesis, withdraws, takes a leave of absence or withdraws, or until such time as his or her candidacy lapses.

10.2 The thesis supervisory committee

The department appoints the thesis supervisory committee on the recommendation of the thesis director in consultation with the student. The thesis supervisory committee assists the student in thesis stage.

10.2.1 In the Biblical and Historical departments. The thesis supervisory committee includes the director and one other person, who may be drawn from the thesis proposal committee.

10.2.2 In the Pastoral and Theological departments. The thesis supervisory committee is formed when the thesis proposal is submitted (see 9.6.1.2, 9.6.1.3).

10.3 Writing the thesis

During the writing of the thesis, it is desirable and important that regular consultations be arranged between the student and the director by a mutually agreed schedule. Consultation should continue even when the director is on sabbatical leave. Only the thesis director and (if applicable) the co-director have responsibility for the direction of the student, but the student may also consult with the other member or members of the thesis supervisory committee for assistance. Members of the thesis supervisory committee other than the director and (if applicable) the co-director act in an advisory capacity and are not required to read any sections of the thesis until it is completed.

10.4 Form of the thesis

10.4.1 Conformity with proposal. The structure of the thesis should accord as closely as possible with that contained in the thesis proposal.

10.4.2 Length. The length of the thesis should be no greater than 80,000 words (including notes, but not including bibliography). Should a thesis exceed 80,000 words, no professor is under obligation to read or examine it, nor is the TST obliged to find a professor who is willing to do so.

10.4.3 Style. The thesis must conform to the AD style regulation (see section 11), and spelling must be consistent with a recognized Canadian standard.

10.4.4 Title page. The title page of the thesis shall include the following elements: (a) the title and subtitle (on the upper third of the page); (b) specification of the degree program, according to one of the sample forms following, as appropriate; (c) the student's full legal name as on ROSI (no nicknames, diminutives, or aliases); (d) the year of submission (at the bottom of the page); (e) notice of copyright.

10.4.4.1 Sample form of degree specification for Th.D. thesis. A Thesis submitted to the Faculty of ... College and the ... Department of the Toronto School of Theology. In partial fulfilment of the requirements for the degree of Doctor of Theology awarded by ... [the formal name of the college of registration] and the University of Toronto.

10.4.4.2 Sample form of degree specification for Ph.D. thesis. A Thesis submitted to the Faculty of ... College and the ... Department of the Toronto School of Theology. In partial fulfilment of the requirements for the degree of Doctor of Philosophy in Theology awarded by the University of St. Michael's College.

10.4.5 Abstract. The thesis must include a brief abstract of the thesis on the page following the title page.

10.4.6 Table of contents. The thesis must include a table of contents on the page following the abstract.

10.4.7 Bibliography. The thesis must include a bibliography at the end. The bibliography must distinguish primary from secondary sources in separate categories. It may include sub-categories as appropriate.

10.4.8 Technical requirements. Theses/dissertations submitted for evaluation, and eventual T-Space submission, shall adhere to the formatting requirements of the TST "Thesis Template," found at: <http://www.tst.edu/academic/thesis-submission-convocation-information>

10.5 The thesis examination committee

10.5.1 Constitution of the committee. In the case of a Th.D. examination, the thesis examination committee shall comprise five voting members: (a) the thesis director; (b) one other member of the thesis supervisory committee; (c) an internal examiner; (d) an external examiner; and (e) an examiner representing the School of Graduate Studies of the University of Toronto, who is appointed by the Vice-Dean, Programs, of the School of Graduate Studies in consultation with the TST AD Director. In the case of a Ph.D. examination, a departmental examiner is appointed instead of a University of Toronto examiner.

10.5.1.1 Restriction on internal examiner. The internal examiner should not have been consulted by the student in the preparation of the thesis.

10.5.1.2 Arm's length rule. The external examiner must have an arm's length relationship with the student, and in particular must not have consulted with the student concerning the preparation of the thesis. The arm's length relationship of the external examiner to the student should be verified by the TST AD Director before the examiner is approved by the

ADC.

10.5.1.4 Non-participating examiner. In the rare situation where the external examiner cannot participate in the oral defence, the external examiner submits a written report and the department appoints an auxiliary examiner to represent his or her views at the defense.

10.5.2 Authority of the committee. The thesis examining committee is responsible for examining the thesis in accordance with the regulations of this section.

10.5.3 Process for appointing the committee. When the thesis is ready for submission, or when completion is imminent, the thesis director so advises the department (or department executive), and, having consulted with the student, may also suggest names for the thesis examination committee. The department (or department executive) nominates the members of the thesis examination committee to the ADC, along with alternates who can be asked to serve if one or more of the nominees do not accept appointment. The ADC appoints the committee. Departmental recommendations of committee memberships should be made well prior to the March meeting of the ADC for students proposing an autumn graduation, and prior to the December meeting of the ADC for students proposing a spring graduation.

10.5.4 Substitutions. Should it become necessary to appoint one or more substitute members of the thesis examination committee, the appointment is made by the ADC on the nomination of the department (or department executive). During the period from the final meeting of the ADC in June until the first meeting of the ADC in September, the TST AD Director, in consultation with the executive of the department, is authorized to replace up to two examiners of the committee in order to allow the examination to proceed.

10.6 Submitting the thesis

10.6.1 Notice of submission. Approximately one month prior to the anticipated date of submission, the student should notify the AD office that the thesis is close to being ready for submission. This will give the AD office time to ensure that the members of the examination committee are available and to provide the examiners with advance notice of the need to set aside the time necessary to read the thesis. Failure to provide notice of submission will delay the process.

10.6.2 Approval of the thesis director. When the thesis director is satisfied that the thesis is ready for defence, he or she sends a letter to the AD office certifying that this is the case. Before submitting the thesis, the student should be assured that the thesis director is satisfied that it is ready to go forward. Nevertheless, if the director is not so satisfied, the student may, after advising the director of his or her intention to do so, seek the permission of the TST AD Director to send the thesis to examination without the approval of the director.

10.6.3 Submission of copies. The student submits five unbound copies of the thesis, printed double-sided, each such copy being contained in a letter-size expandable envelope, to the AD Office. The expandable envelopes should be of a high enough quality for the thesis to be shipped to the examiners and for the examiner to carry it around for at least two months. The envelope should have a flap. In addition, the student must submit five copies of the authorized thesis proposal at the same time. If an auxiliary examiner is appointed (10.5.1.4), the student must submit an additional copy of the thesis.

10.6.4 Deadlines for submission. While theses may be submitted at any time, the following deadlines have been established for those wanting to graduate at the next convocation. The deadline for the submission of a thesis for examination is May 1 for fall convocation and January 6 for spring convocation. Even if the student meets the deadline, no guarantee can be given that unforeseen circumstances will not prevent the student from graduating at the next

convocation. If possible, therefore, the student should submit the thesis well in advance of the deadline.

10.7 Preliminary examination of the thesis

10.7.1 Preliminary readers. Normally there are three preliminary readers: the members of the thesis examination committee appointed from the thesis supervisory committee (i.e., the director and a second member) and the internal examiner.

10.7.2 Distribution of copies of the thesis. The AD Office distributes copies of the thesis with the approved thesis proposal to the preliminary readers, who must agree to read the thesis normally within a month.

10.7.3 Preliminary reports. The thesis director or one of the co-directors submits a letter on behalf of the thesis supervisory committee stating whether the committee believes that the thesis is ready for defence. There is no further written report from the supervisory committee. The internal examiner submits a written appraisal, which should include a clear statement as to whether the thesis is ready for oral defence. The length of the report is not material but is typically from three to five pages single-spaced plus *corrigenda*. An examiner's judgement that the thesis is ready for oral defence does not necessarily imply that the examiner will pass the thesis after the oral examination is completed.

10.7.4 Assessment of the preliminary reports. If the three preliminary readers agree that the thesis is ready for oral defence, the examination proceeds. If the three preliminary readers agree that the thesis is not ready for oral defence, the student must revise the thesis to meet the objections of the preliminary readers. If the three preliminary readers disagree whether the thesis is ready for defence, the TST AD Director may consult with them to seek consensus in recommending the next step, which may be (a) that the examination will proceed or (b) that the student will make revisions. Nevertheless, where the three preliminary readers disagree, the student has the right to require that the examination proceed. If revisions are to be made, the student should submit a written indication of the changes that have been made (normally a general description plus a list of pages, though a highlighted version might also be acceptable).

10.8 Further examination

If, after the assessment of the preliminary reports, it is determined that the examination will proceed, the TST AD Director arranges a date and location for the oral defence, and the AD Office distributes the remaining copies of the thesis to the other members of the thesis examination committee, together with copies of the authorized thesis proposal. The external examiner submits a written appraisal.

10.9 The oral defence

10.9.1 Abstract and curriculum vitae. In preparation for the oral defence, the student submits her or his abridged curriculum vitae and abstract of the thesis (not to exceed 350 words in length) to the AD office, by email.

10.9.2 Members of the oral examination board. The five members of the thesis examination board are the voting members of the oral examination board. In addition, the oral examination board has two non-voting members. (a) The chair of the board, who is appointed by the AD director of the student's college of registration, presides over the entire process of the oral defence, i.e., the initial meeting of the examiners, the oral defence itself, and the final meeting of the examiners to decide upon the outcome of the defence. It is the responsibility of the chair to ensure that the student is treated fairly. (b) The TST AD Director, or his or her representative, ensures that TST procedures are properly observed.

10.9.3 Quorum. In order to proceed with the oral defence, a quorum of four voting

members of the oral examination board must be present. However, one examiner may be counted towards the quorum in the case where he or she, though not physically present, participates in the oral defence through telecommunications.

10.9.4 Visitors. Visitors are allowed at the defence.

10.9.4.1 Recording policy. The unauthorized use of any form of device to audiotape, photograph, video-record or otherwise reproduce the doctoral exam is prohibited.

10.9.5 Form of the oral defence. The defense usually lasts no more than two hours, during which questions from the examiners are addressed to the student. The order is as follows.

10.9.5.1 Convening the defence. After determining that the student has satisfied all other requirements for the degree, the chair convenes the oral examination board.

10.9.5.2 In camera meeting. The chair then invites the student and visitors to withdraw, and the board meets in camera to determine the order of questioning, the number of rounds of questioning, and the length of time to be allocated to each examiner for questioning. Normally the director is the first questioner, and the external examiner is the second questioner.

10.9.5.3 The examination. The chair invites the student and visitors to return, and the examination proceeds according to the plan determined.

10.9.5.4 The evaluation. At the conclusion of the examination, the chair invites the student and visitors to withdraw. The oral examination board then evaluates the thesis and the oral defence.

10.9.5.5 Report of evaluation. The chair then invites the student and visitors to return, and reports the outcome of the board's deliberations.

10.10 The evaluation

10.10.1 Possible outcomes. The oral examination board must make one of five decisions about the thesis and oral defence.

a) *Pass.* The student passes with no conditions. The thesis is entirely acceptable as submitted, and the typescript is entirely free of typographical and stylistic errors, or so very nearly free that the student can be entrusted with producing the library copy without further oversight.

b) *Pass with minor corrections.* The student passes with minor revisions to the thesis required (e.g., stylistic or clarifying changes that will take no more than one month to complete). They are to be completed to the satisfaction of the thesis supervisor.

c) *Pass with minor modifications.* The student passes with minor modifications to the thesis required (e.g., changes in the thesis that will take no more than three months to complete). These are to be completed to the unanimous satisfaction of a sub-committee of three selected from among themselves by the members of the thesis examination committee. If they do not give their unanimous approval, the final oral examination must be reconvened within a year of the date of the original examination.

d) *Adjournment.* Major (substantive) modifications are required in the thesis, and the examination is adjourned for no longer than one year. The same examining board (insofar as possible) will then be reconvened and the revised thesis re-examined within one year of the first examination.

e) *Failure.* The thesis fails.

10.10.2 Rules for determining the outcome in a first defence. Decisions (a), (b), (c) require either a unanimous vote of those present (and constituting a quorum for the examination) or not more than one negative vote or abstention. If the committee is unable to reach decision (a) or (b) or (c) with either a unanimous vote or with not more than one negative vote or abstention,

adjournment is mandatory, unless a majority of those present vote in favour of (e).

10.10.3 Rules for determining the outcome in a re-convened defence. In the case of an adjourned or re-convened doctoral examination, the only three allowable votes are pass with no conditions, pass with minor corrections, and failure. It is not permitted to adjourn and re-examine a re-examined thesis. The candidate passes if the decision is unanimous or if there is not more than one negative vote or abstention.

10.11 Preserved documentation

10.11.1 Examiners' ballots. Each examiner must complete and submit a written ballot indicating his or her evaluation of the thesis and defence.

10.11.2 Chair's testamur. The chairperson of the oral examination board shall complete three copies of a form testifying to the result of the thesis defense. The form shall be forwarded to the TST AD Director, who will then report the outcome to the ADC.

10.11.3 Thesis corrigenda. In the event of a pass with minor modifications, the chair provides the student with a summary list of the modifications to be required, which list will be interpreted by the revision committee. In the event of a pass with minor corrections, the director provides the student with a written list of all the revisions required by the examiners. In the event of a pass, the examiners provide the student with their written lists of corrigenda. Even when the student receives an unconditional pass for the thesis, he or she must prepare a final version of the thesis with the typographical corrections suggested by the examiners of the thesis.

10.12 Clearance for graduation

10.12.1 Application to graduate. Students must apply to the college which will grant the degree to graduate at the convocation ceremony immediately following their eligibility to graduate. Candidates for graduation must then follow the regulations in effect at that college regarding convocation. A student is eligible to graduate when he or she has met (a) all program requirements for the degree, and (b) any additional graduation requirements imposed or enforced by his or her college of registration or the college granting the degree.

10.12.2 Deposit of copies of the thesis. When the student has made such revisions as have been required by the thesis examination committee, he or she must upload the final digital version of the thesis onto T-Space, the University of Toronto's on-line digital repository, and submit a Library of Canada Archives Theses Non-Exclusive License Form in hard-copy to the TST AD Office. Such uploads must be done well in advance of a college's date of convocation. TST colleges will not confer the degree until the TST AD Office has confirmed that the digital thesis has been successfully uploaded onto T-Space. Some colleges encourage the submission of a hardbound copy prior to graduation (Students should consult with their college registrar). Instructions and deadlines about digital thesis submissions and T-Space are available through the TST AD Office.

10.12.3 Conditions on graduation. Some TST Colleges will not confer the degree before appropriately bound copies of theses in sufficient number have been deposited.

10.12.4 Student Indebtedness. A college may suspend a student's eligibility to graduate, and may withhold a student's diploma and academic transcripts, where the student has outstanding tuition fees, unpaid library fines, or other indebtedness to the college, another TST college, or the University of Toronto.

11 Papers and theses

11.1 Paper and printing

Essays for courses and seminars and thesis proposals must be printed from a word-processing file or typewritten in double spaced format on good quality white paper. Theses are to be printed from a word-processing file in double spaced format on good quality white paper with a laser or laser-quality printer.

11.2 Style regulation

Essays, thesis proposals, and theses are to be prepared according to the rules of style in the latest edition of Kate L. Turabian et al., *A Manual for Writers of Term Papers, Theses and Dissertations* (7th ed.; Chicago: University of Chicago Press, 2013). This may be supplemented by *The Canadian Style: Guide to Writing and Editing* (Toronto: Dundurn Press, 2008). Chapter 14 of the latter work, "Elimination of Stereotyping in Written Communication," is a helpful guide to the avoidance of stereotyping on sexual, racial or ethnic grounds and to the "fair and representative depiction of people with disabilities." Students should follow the Thesis template provided on the TST website prior to T-Space submission: <http://www.tst.edu/academic/thesis-submission-convocation-information>. See also the guidelines for unbiased language on the University website (go to <http://www.writing.utoronto.ca/advice> and follow the links). TST supports the policy of inclusive language and urges the use of inclusive language in all academic assignments.

11.3 Proofreading

The student is responsible for accuracy in typography, spelling, punctuation, word divisions and grammar, and for proper style. An instructor may deduct marks from an essay for defects in any of these respects. An examiner of a thesis may require that the thesis be returned to the student for revisions of defects in any of these respects, resulting in the postponement of the examination of the thesis. Thesis proposals and theses must be entirely free of error in all of these respects.

12 Transfer to a Master's Program

Upon the recommendation of the student's college AD Director and approval by the ADC, a student who has not yet submitted the thesis may transfer from the Th.D./Ph.D. Program to the Master of Theology (Option II) program. In this case course credits accumulated in the Th.D./Ph.D. program can be counted towards course requirements in the Th.M. program, and an extended essay written for one of the courses in the Th.D./Ph.D. program can be presented in fulfillment of the extended essay requirement of the Th.M. program (Option II). Students who already possess a ThM degree from one of the TST colleges are not eligible for such transfer.

13 Tuition fees and other charges

A schedule of fees is published annually by the Committee of Representing Members of TST (CORM), which comprises the heads of the TST theological colleges.

14 Academic appeals

14.1 General considerations

14.1.1 Right of Appeal to TST. A Th.D./Ph.D. student of a member college of the TST may appeal a grade or an academic decision which affects him or her adversely and which he or she considers to be unjust or inappropriate. Appeals may be made concerning grades for courses or papers, decisions of a supervisory committee, results of language examinations, evaluation of comprehensive examinations, evaluation of theses; decisions about a student's

continuation in a program, or any other decision involving academic requirements and regulations as they pertain to a student. An appeal may also be made by a person not currently registered who was registered at the time the adverse grade was submitted or the adverse decision was taken, unless the student has since graduated from the degree program. .

14.1.1.1 Exceptions. Decisions made by the Admissions Committee concerning admission and related matters are not subject to appeal.

14.1.2 Standard. The standard of review is reasonableness.

14.1.3 Guiding Principles. The implementation of all appeals shall be informed by the principles identified in the policy document of the Governing Council of the University of Toronto entitled “Guidelines for academic appeals within divisions,” which is available from the website of Governing Council. These principles may be summarized as (a) diversity, equity, and accommodation; (b) consistency; (c) flexibility; (d) transparency and timeliness; (e) fairness and confidentiality; (f) the goal of academic excellence. Deadlines defined in this section may be adjusted to accommodate the particular circumstances of the appeal and to avoid inappropriate prejudice to the student, the college or colleges involved, and the TST. The student may raise matters of concern at any time during the process of appeal without fear of disadvantage.

14.1.3.1 Timely resolution. All parties involved in an appeal have the right to expect timely progress of an appeal through its several stages and a timely resolution. Accordingly, students, faculty members, administrative bodies and any others involved in an appeal have a responsibility to be aware of the pertinent timelines and to respond appropriately. Where warranted by particular circumstances, however, the TST Registrar has the authority to waive or extend deadlines. The TST Registrar may consult with the TST Director.

14.1.3.2 Confidentiality. Students are assured that throughout the process they can raise matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be appropriately respected. Documentation and other evidence related to the appeal are confidential, meaning that only those persons have access who require it for the performance of their duties in respect of the appeal.

14.2 Channels of recourse

14.2.1 Steps

Dispute Concerning	Step 1: Informal Resolution	Step 2: Initial Appeal	Step 3: TST Appeal	Step 4: U of T or St. Michael's Appeal
Grades	Instructor of course	Department	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
Supervisory Committee	Not applicable	Department	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
Comprehensive	Not applicable	Department	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
Doctoral Examination	Not applicable	Not applicable	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
TST language exams	Instructor of course	TST AD Director	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
Biblical Department Examinations	Instructor	Department	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
Termination of Candidacy	Not applicable	Not applicable	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD
Other	TST AD Director	Department, if appropriate	Academic Appeals Committee of ADC	Governing Council – ThD St. Michael's – PhD

14.2.2 Informal and Formal resolution. Every attempt should be made to resolve the matter informally (Step 1 in the table above). Students are encouraged to meet with an appropriate adviser (TST AD Director, College AD Director, faculty supervisor, dean of students, etc.) in order to acquire information and to receive advice about the process. If that attempt is unsuccessful, then the matter may proceed to a formal appeal at Step 2.

14.2.3 Disputed grade. A student who questions a grade received in a course, on a TST language examination or on a Biblical department language examination must first address himself or herself to the instructor or examiner submitting the grade in question. If the student is

not satisfied with the explanation given or the steps taken to remedy the situation, he or she can appeal the matter further—in the case of TST language examinations, to the TST AD Director; in other cases, to the department concerned, addressing the appeal to the department Chair. If the disputed grade is based on written work, the department (or, in the case of TST language exams, the TST AD Director) will appoint a second examiner to provide an opinion. If the disputed grade is not based on written work, the department will normally appoint a committee of two to investigate and report to the department. If the student is not satisfied with action taken at the level of the department, he or she has the right to appeal the matter to the ADC (following the procedure outlined in 14.4).

14.2.4 Disputed decision of the supervisory committee, comprehensive examinations committee, or thesis supervisory committee; and dispute regarding language regulations except for decisions made by the ADC Admissions Committee. In respect of the matters named, the student has recourse first to the department of registration, and initiates the appeal by letter to the chair of the department at Step 2. If the student is not satisfied with the explanation given or the steps taken to remedy the situation, he or she has the right to appeal the matter to the ADC (following the procedure outlined in 14.4).

14.2.5 Disputed evaluation of the thesis. The student may appeal the evaluation of a thesis to the ADC at Step 3 (following the procedure outlined in 14.4).

14.2.6 Timelines. The student must begin the process of appeal within three months of receiving the ruling, evaluation, or grade in question. If the appeal is to an individual (professor, TST AD Director), a written response should be provided within thirty calendar days. If the appeal is to an academic body (department, ADC Academic Appeals Committee), the appeal should first be considered at its next regular meeting following seven calendar days following the receipt of the appeal, and a written response should be provided within sixty calendar days.

14.2.7 Right of Appeal to the U of T Academic Appeals Committee

All Th.D. students have the right to appeal the final result of a TST appeals process (Step 3) to the Academic Appeals Committee of Governing Council of the University of Toronto. Further information is available on the University website (go to <http://www.governingcouncil.utoronto.ca> and follow the links).

14.2.8 Right of appeal to the Advanced Degree Appeals Committee at the Faculty of Theology, University of St. Michael's College. All Ph.D. students have the right to appeal the final result of a TST appeals process (Step 3) to the Dean of the Faculty of Theology, who will convene the Advanced Degree Appeals Committee at the Faculty of Theology, University of St. Michael's College to hear the matter. Further information is available from the Dean of the Faculty of Theology.

14.3 TST Advanced Degree Academic Appeals Committee

14.3.1 Jurisdiction. The TST Advanced Degree Academic Appeals Committee hears academic appeals from TST ThD and PhD students. It has power to issue the final decision (though a ThD student has the right to appeal to the Academic Appeals Committee of the Governing Council of the University of Toronto (see 14.2.7); a PhD student has the right to appeal to the University of St. Michael's College (see 14.2.8)).

14.3.2 Membership. At the start of each academic year, the ADC shall appoint an Academic Appeals Committee consisting of five persons: one faculty member of the ADC, two other members of the AD faculty, a U of T faculty member, and an AD student. One of the TST faculty members will be appointed by the ADC as chair of the Academic Appeals Committee. In addition, the ADC should identify at least one alternate member for each individual on the

committee. In the case of the U of T faculty member, there should be an alternate from the University of St. Michael's College. Alternate members may be called on by the ADC in situations where a conflict of interest has been identified or where a regular member is unable to serve. In the case of an appeal initiated by a Ph.D. student the faculty member from St. Michael's will replace the member from U of T. Student members and alternates are identified in consultation with the Advanced Degree Students Association. The TST Registrar is a non-voting member who serves as Secretary. The Appeals Committee's decisions are made by a simple majority of the five voting members of the committee (with the chair having a right to vote).

14.4 Procedures for TST appeals

14.4.1 Initiation of the Appeal. The student (or former student qualified under paragraph 1.1.1) initiates the appeal by filling in the form provided on-line at www.tst.edu. The submission of an appeal should include the following: identification of the decision being appealed; name or names of the person or persons who made the decision, if known; the resolution being sought; reasons that the original reason is thought to be incorrect and that the proposed resolution is more appropriate; list of supporting documentation, if any; and copies of the supporting documentation in the student's possession. The appellant is advised to consult the student legal assistance centre on campus or other qualified counsel when preparing the statement of appeal (see <http://life.utoronto.ca/get-help/rights-responsibilities/>).

In the case of a matter under paragraphs 14.2.3 and 14.2.4, the appeal must be received by the Registrar within three months of the appellant's receipt of notification of the decision made by the department at Step 2. In the case of a matter under paragraph 14.2.5, the appeal must be received by the TST Registrar within three months of the date of the oral defence.

The above time limits can be extended at the discretion of the TST Registrar at the request of the appellant. The TST Registrar may consult with the TST Director.

14.4.2 Right of Withdrawal. The student may withdraw the appeal at any time.

14.4.3 Withdrawal due to Non-Response. If the student initiates an appeal, but does not respond to a request for revision of the appeal or to attempts to schedule an appeal hearing within ten business days, the appeal will be considered withdrawn. The TST Registrar will notify the student in writing that the TST has withdrawn the appeal because of response.

14.4.4 Additional Documentation. In filing an appeal, the student gives permission for all those involved in adjudicating the appeal, including administrative staff, to have access to records that are or may be relevant to the matter of the appeal, including records relating to himself or herself. The student should make disclosure at an early stage of any and all information relevant to the disposition of the appeal.

14.4.5 Acknowledgment of receipt. Within fifteen calendar days of the receipt of the appeal by the TST Registrar's Office (or, in the period between June 1 and August 31, within sixty calendar days), the TST Registrar sends a letter to the appellant acknowledging receipt of the appeal. If the Registrar identifies any deficiencies in the appeal or its documentation, the Registrar may set a deadline by which such deficiencies must be addressed if the appeal is to go forward. The letter should also indicate that the appeal will be conducted according to the regulations set out in this Handbook.

14.4.6 Response of interested parties. Within fifteen days of the receipt of the appeal by the TST Registrar's Office (or, in the period between June 1 and August 31, within forty-five days), the TST Registrar sends the appellant's statement to those named in the appeal or otherwise directly concerned in the appeal and/or the person having responsibility for the

previous decision, and invites a response in writing. Such parties have thirty days in which to file their response. This period of time can be extended at the discretion of the TST Registrar at the request of the responding parties. Copies of all such responses are copied to the appellant.

14.4.7 Offering alternative resolution. When all the information from both sides of the dispute is on hand and has been seen by all parties concerned, the TST AD Director shall ask the parties to consider mediation, arbitration, or other informal avenues for resolution.

14.5 Hearing

14.5.1 Purpose. The purpose of the hearing is to assist the Academic Appeals Committee in forming an understanding of the circumstances relevant to the appeal. The hearing is intended for the resolution of a dispute and is not intended to be adversarial.

14.5.2 Arrangement of the hearing

If the matter has not otherwise been resolved, and when the TST Registrar has received responses from all interested parties under paragraph 14.4.6 (or when the deadline for responses has passed), the TST Registrar arranges a hearing of the matter before the Academic Appeals Committee at a reasonable time, giving the student notice at least seven days in advance of the date, time, and place of the hearing. Normally the appeal should be heard within sixty days of the receipt of the appeal.

14.5.3 Procedures for the Hearing. The usual procedure at the hearing is as follows:

- The Chair will explain the procedures at the hearing and the expected timeframe (appeals are usually allocated half a day).
- The student appellant presents his/her case and calls witnesses, if any, to provide information on his/her behalf.
- The Chair asks if the panel members or the respondent parties wish to ask any clarifying questions of the appellant.
- The respondent parties have the opportunity to present their case and call any witnesses.
- The panel members and the appellant are asked by the Chair if they have any clarifying questions they wish to ask the respondent parties.
- The parties present closing statements.
- The parties leave the hearing and the panel deliberates.
- The panel releases a decision with reasons within thirty days following the hearing.

14.5.4 Disposition. The Academic Appeals Committee may:

- send a decision back to the decision-making body for reconsideration;
- take any action that was available to the decision-making body at the time it considered the petition; or
- deny the appeal.

14.5.5 Decision. The decision of the Academic Appeals Committee is final and the Academic Appeals Committee has power to issue the decision. The chair of the Academic Appeals Committee will communicate the decision in writing within thirty days to the appellant, the respondent, and the TST AD Director. The letter accompanying the decision from the Registrar will remind the appellant of the right of further appeal. A ThD student has the right to appeal to the Academic Appeals Committee of the Governing Council of the University of Toronto (see 14.2.7); a PhD student has the right to appeal to the University of St. Michael's College (see 14.2.8)

14.5.6 Further reporting. The TST Registrar will communicate the decision to the ADC.

15 Discipline and complaints

15.1 Academic discipline

Every Th.D./Ph.D. student registered in the TST or in one of the participating colleges is subject to the disciplinary jurisdiction of the University of Toronto in respect of academic matters including plagiarism, forging of academic documents and cheating on examinations or papers. The offences and sanctions are prescribed in the University of Toronto *Code of Behaviour on Academic Matters*. In the application of the *Code of Behaviour*, the roles, rights and duties therein appointed to the Dean and the department chair are to be exercised by the head (dean, principal or president) of the college in which the student is registered. Copies of the full *Code of Behaviour on Academic Matters* are available through the AD Office and on the website of the University of Toronto (go to <http://www.governingcouncil.utoronto.ca> and follow the links). A record of cases disposed under Sec.i.(a.) (Divisional Procedures) of the Code of Behaviour, and of the sanctions imposed, shall also be sent to the TST AD Director.

15.2 Harassment

Complaints about harassment based on gender or sexual orientation are governed by the *Policies and Procedures: Sexual Harassment* of the University of Toronto, and should be directed to the Sexual Harassment Officer at (416) 978-3908.

15.3 Matters under college jurisdiction

Each of the six participating colleges administers codes concerning non-academic discipline. Complaints should be made to the head of the college in which the student is registered.

15.4 Grievances

15.4.1 Matters for grievance. Any member of the TST faculty, TST staff or TST student body may lodge an informal or formal complaint when that member has reason to believe that TST or anyone acting on behalf of TST has acted in a way that is inconsistent with any of the established policies of TST for faculty, staff or students and that has hindered the member's ability to perform his or her duties effectively. Grievances include, but are not limited to:

- (a) non-academic grievances against TST faculty members;
- (b) grievances against TST staff members;
- (c) non-academic grievances against TST students that do not fall under any discipline codes;
- (d) dissatisfaction with non-academic TST administrative decisions or policies;
- (e) grievances regarding TST facilities, offices, services;
- (f) a policy or procedure of TST contravened.

15.4.2 Eligibility for grievance. A formal grievance complaint under paragraph 15.4.1 may be lodged by any faculty member, staff member, student, or voluntary member of a committee or board of the TST, or by a person who has been so within the previous eight months.

15.4.3 Informal complaint. Before a formal grievance procedure is initiated, every effort should be made to resolve the dispute through an informal discussion with the person immediately involved or that person's supervisor. The complaint should be discussed within fifteen working days of the incident or circumstances giving rise to the complaint. The person to whom complaint is made shall make an appropriate response to the complainant, either orally or in writing, within one week of the discussions; and if the person to whom complaint is made is the supervisor, then the supervisor shall respond also to the person against whom the complaint is made.

15.4.4 Responsible person for formal grievance. A formal grievance complaint is made in the first instance to the TST Director. If the grievance complaint is against the TST Director, it is made to the chair of the TST Grievance Committee.

15.4.5 Determination of jurisdiction. If the responsible official determines that the

complaint is not within the jurisdiction of the TST, she or he declines to accept the complaint, and may suggest to the grievor an alternate means of redress.

15.4.6 Grievance Committee. The TST Grievance Committee comprises four members, of whom one is designated the chair. The Committee includes representatives from faculty, administration and staff. Members are appointed to three-year overlapping terms by the TST Director, with at least one new member being appointed each academic year; the Director shall inform the Board of Trustees of the appointment at the Board's first meeting in the fall trimester. A quorum of three of the four members including the Chair is necessary to hear a case. Should one of the committee members or the Chair be either the grievor or the one being grieved against, an alternate will be appointed. Decisions of the Grievance Committee shall be by simple majority. The Chair shall have a second vote in case of a tied decision.

15.4.7 Formal grievance stage. The first stage in any formal grievance procedure is to complete a *TST Grievance Form* in which the complainant states the matters in dispute, the provision or interpretation of the policy that has been violated, the efforts which have been made to resolve and redress the grievance, and the remedy sought. The form must be signed by the grievor and presented to the Chair of the Grievance Committee (or his or her alternate if the chair is the one being grieved against).

The person grieved against must within two working days receive notice of the grievance and a copy of the grievance form. The person grieved against has the right to be represented by an agent or advocate.

The parties should be allowed to attempt to resolve the grievance before the Grievance Committee meets. The chair of the Grievance Committee may recommend a means of resolution.

In any event the Grievance Committee must convene a hearing within fourteen calendar days of the receipt by the chair of the formal grievance. Copies of all documents and the grievance form are to be submitted to all members of the Committee and to all interested parties before the hearing. The hearing is conducted by the chair of the Grievance Committee, unless the chair is the person against whom the grievance has been lodged, in which case the meeting is chaired by an alternate. At the hearing the grievance form will be presented to the Committee after which any affidavits of the circumstances of the grievance will be considered, and any witnesses heard and cross-examined. Parties to the grievance may be accompanied by a colleague or advocate. Parties to the grievance and their advocates must be present throughout the proceedings. Witnesses appear only while giving evidence.

Within two weeks of hearing the formal grievance, the Committee shall make a report on the facts with recommendations as to any remedy, penalty or action to be taken. These recommendations will then be forwarded to the Director of TST for her or his decision. If the Director of TST is the one being grieved against, the recommendations shall be forwarded to the chair of the Board of Trustees. All agreements settled at the formal complaint stage shall be in writing and signed by the parties concerned.

If an employee chooses not to grieve a particular situation or withdraws a grievance at any stage, such action or lack of action shall not prejudice other grievances. No decision of the Grievance Committee shall set a precedent for settling future or pending grievances.

Confidentiality shall be maintained at all stages of the grievance process.

15.4.8 Appeals. Should either party to the grievance wish to appeal the decision of the Director of TST, a written appeal must be presented to the Chair of the Grievance Committee, who will invite responses from the other parties, and submit the appeal, the replies, and other documentation to the Executive Committee of the Board of Trustees for their final adjudication of

the matter. If a member of the Executive Committee is either the one who instituted the grievance or the one being grieved against, he or she is replaced by another member of the Board.

15.4.9 Records of grievances. Records of formal grievances and their disposition will be kept in the office of the TST Director and will be made available, subject to privacy provisions, for review by the Association of Theological Schools of the United States and Canada, and other appropriate persons.

16 Teaching experience and mentoring

16.1 Expectations concerning opportunities to teach

Every doctoral student should have opportunities for the development of competence in teaching. As a minimum, each student who has completed the first year of Th.D./Ph.D. studies should normally teach one class period a year.

16.2 Collaborative teaching

Each student should have the opportunity, where possible, of collaborating with a professor in the teaching of a course, under the mentorship of the professor. Collaboration includes course design, lecturing, seminar leadership, and participation in grading evaluation, as appropriate.

16.3 Responsibility

The student's supervisory committee shall make suitable teaching arrangements under paragraphs 16.1 and 16.2.

16.4 Instructorship

A student who has completed the comprehensive examination stage may be invited to teach a course with the usual departmental approval.

16.5 Lecture in area of specialization

An advanced student should have the opportunity to deliver a lecture in his or her area of specialization, either within a regular TST course or as a special lecture.

APPENDIX 1 - Fields of Study, Areas of Concentration and Subjects

1. Biblical Sources

Area of Concentration: Old Testament

Subjects

Bodies of literature

Pentateuch

Pentateuchal sources

Deuteronomy and Deuteronomic history

Hebrew poetry

Prophecy (pre-exilic, exilic, post-exilic)

Wisdom literature

Chronicles, Ezra, Nehemiah

The Writings

Late Second-Temple Jewish literature (apocrypha, pseudepigrapha, Qumran, etc.)

History, culture, social context

Languages

Archaeology

OT history/historiography

Israelite origins

Social world of ancient Israel

Israelite religion

Second-Temple Judaism

Methods and approaches

History of scholarship

Text criticism

Linguistics

Narrative criticism

Reader-response criticism

Rhetorical criticism

Social-scientific methods

Ideological criticisms (including feminist, liberationist)

Structuralist and post-structural interpretation

Semiotics

Hermeneutics

Selected themes and topics

Area of Concentration: New Testament

Subjects

Bodies of literature

Late Second-Temple Jewish literature (apocrypha, pseudepigrapha, Qumran, etc.)

Synoptic Gospels

Johnannine literature

Luke-Acts

Paul

Disputed Paulines

Other NT literature

New Testament Apocrypha

Apostolic Fathers, early patristic literature

Early Rabbinic literature

History, culture, social context

Languages

Archaeology

Second-Temple Judaism

Greco-Roman religion and culture

History of early Christianity

Social structures of early Christianity

Gnosticism

Methods and approaches

History of scholarship

Text criticism

Linguistics

Synoptic methodology

Narrative criticism

Reader-response criticism

Rhetorical criticism

Epistolary analysis

Social-scientific methods

Ideological criticisms (including feminist, liberationist)

Structuralist and post-structural interpretation

Semiotics

Hermeneutics

Selected themes and topics

2. History of Christianity

		Subjects			
PERIODS		Early (to 600)	Medieval (600-1500)	Reformation & Early Modern (1500-1750)	Modern (1750-present)
THOUGHT	Doctrinal developments and controversies	Trinitarian to Constantinople I; Christological to Constantinople III; grace and freedom of choice to Orange II; scriptural canon; creeds; councils; evolution of Christian norms	Early Christian traditions; continuity and discontinuity (eastern and western); law, theology, and philosophy in the West	Faith and reason; interpretation of the Bible; confessions and creeds; ecclesiologies	Social gospel; social Catholicism; feminist and liberation theologies
	Major writers (select 2)				
INSTITUTIONAL /SOCIAL	Worship, pastoral care, spirituality (select one)				
	Organizational patterns, processes	The rise of monasticism (eremitic, coenobitic, lavriotic); the rise of Roman supremacy; Constantinian settlement	The rise of universities; synods; conciliarism; the papacy	Lay influence; Tridentine reforms; Protestant models of church governance	Denominationalism; papacy, councils; laity and clerical power; religious orders
	Church and society; inculturation	Sexuality; wealth; war	Formation of Latin Christendom; Byzantium; Church and state	Territorial churches; toleration; nationalism	Gender, race, class, culture, voluntary associations
	Renewal & reform	Church order and pastoral care	Reforms of monasticism; rise of religious orders; Gregory VII	Protestant Reformation; Catholic Reform	World Council of Churches; Vatican I and II; church coalitions
AD EXTRA	Missions: growth & decline	Spread of Christianity	Missions and crusades	Christian expansion beyond Europe	Expansion of Christianity; globalization
	Other religions & cultures	Christians and Jews; Christian attitudes towards pagan culture	Judaism, Islam, Buddhism	Christianity and American, African, and Asian cultures	Judaism; Islam; Buddhism; Hinduism; African; North American Aboriginal
	Emerging Trends	Christendom and barbarian inculturation	Waning of medieval and emergence of new ideals in learning and organizational structures	Rise of modern science	Political, social, economicisms ; science technology, communications

3. Pastoral Praxis

Areas of Concentration	Subjects
1. HOMILETICS	History of Preaching Rhetoric & Poetics Contemporary homiletical theory Bible & Preaching Theology & Preaching Preaching in context Theologies and Word Sermon Analysis Preaching Practice
2. RELIGION & EDUCATION	Philosophy & Theology of R&E History of RE in Traditions Developmental Psychology and Religious Development Education and Church Life Education and Curriculum Theory Religious Education Theory and Practice
3. PASTORAL THEOLOGY	Pastoral Counseling Pastoral Care Field Education & contextual practice Contextual Theology Theology of Ministry Church Leadership Group Dynamics Marriage and Family Care Church Polity / Canon Law Issues in Social Justice
4.SPIRITUALITY	History of Christian Spirituality Traditions of Christian Spirituality Major Figures & Moments World Religious Traditions Comparative Spiritualities Psychology & Spirituality Mysticism Spiritual Direction & Pastoral Praxis Spirituality & Culture Eco Spirituality Spirituality & Scripture Spirituality & Ethics Spirituality and Issues in Theology

5.LITURGY

History of Liturgy
Traditions of Liturgy
Ecumensim
Prayer & Sacraments
Theology of Worship
Musicology
Ritual Studies
Liturgical Practice

4. Theology

Area of concentration: Systematic Theology

Subjects

Doctrines: [both in historical development and contemporary exposition]

Trinity

Christology

Theological Anthropology

Ecclesiology

Pneumatology

Word of God

Sacraments

Grace

Creation

Eschatology

Major Authors

[linked to what faculty can support]

Lonergan

Rahner

Barth

Balthasar

Sources and Methods

Hermeneutics

Ecumenism

Inter-religious dialogue

Contextual theology

Political theology

Ideological criticism: including: neo-colonialism; feminist theology;

liberationist theology;

Critical theory including rhetorical criticism.

Area of concentration: Philosophical Theology/Philosophy of Religion

Subjects

Philosophical Methods

Philosophy of Theology

Analytic

Phenomenology

Pragmatism

Critical Theory

Deconstruction

Major Themes

Natural Theology
Relationship between Faith and Reason
A/theology
Ontotheology
Metaphysics
Science and Religion
Process

History of the Field

Ancient
Late Ancient
Medieval
Early Modern
Modern
Contemporary

Major Figures

Which may include but is not limited to: Plato, Aristotle, Philo, Origen, Plotinus, Augustine, Abelard, Aquinas, Ockham, Descartes, Spinoza, Leibniz, Locke, Hume, Kant, Hegel, Kierkegaard, Whitehead, Heidegger, Dewey, Wittgenstein, Benjamin, Habermas, Ricoeur, Levinas, Derrida, etc.

Area of concentration: Ethics

Subjects

Bible and ethics

Ethical traditions: theological / philosophical

Virtue ethics
Natural law traditions
Social gospel
Feminist ethics
Liberationist ethics
“New” voices: Asian/Pacific, African, Latin American “liberationist”, indigenous, Asian-Canadian, Asian-American, LGBTQ,
Ecological ethics
Political theology
Critical theory

Church social teachings

WCC, WARC, etc
Vatican, national conferences of bishops, etc

Special issues

Social justice movements / ethical agency

Comparative or transcultural dialogues

Interdisciplinary resources / methods

Area of concentration: Interdisciplinary studies

Subjects

Major Discipline

The four fields: Biblical sources, History of Christianity, Pastoral praxis, Theology (Systematic, Philosophical Theology / Philosophy of Religion, Ethics)

Supplementary Discipline(s)

Those in the humanities, social sciences, and sciences: Political Science, Anthropology, Sociology, English, Philosophy, History, Psychology, Bioethics, Architecture, Music, Education, Diaspora Studies, Ethnic Studies

Integration

Courses on interdisciplinarity, methodology, philosophy of sciences, etc. (some others offered through departments at UofT)

Major figures/Major Developments

People such as Polanyi, Lonergan, Dennett, Kierkegaard, Barth, Habermas, Wittgenstein, Iqbal, Tagore, Ramakrishna

Developments such as Cognitive science of religion, Critical Theory, Logical Positivism, Post colonialism, idea of person/self,

APPENDIX 2 - Statement of Intended Outcomes for the Th.D./Ph.D. Program

NOTES:

1. In keeping with the ongoing nature of the outcomes assessment process, this document is a work in progress, subject to ongoing change.
2. In what follows “ability” is used as a general term, without regard to specific levels. More specific levels of ability are indicated by the terms “familiarity,” “competence,” “proficiency” and “expertise,” representing a scale of increasing levels.
3. In the section “Knowledge of the area of concentration,” different levels of the proportion of the area of concentration with which a student is expected to be familiar are indicated by the terms “moderate,” “significant,” “major” and “whole,” representing a scale of increasing levels. More precise descriptions of what these terms represent is left to the determination of each department.

Basic Statement

Graduates of the doctoral program will have attained a sufficient level of **knowledge in their area of concentration** and a sufficient level of **ability with the requisite scholarly tools and skills** that they will have been able to undertake and complete a project of **specialized original research**; they will also be prepared for a **vocation of theological scholarship** in its dimensions of research, teaching and service.

Elaboration

1. Knowledge of the area of concentration

Graduates of the doctoral program will have attained	so that they will be able	PROGRESS AT COURSE AND COMP STAGES OF PROGRAM	MEANS OF DEMONSTRATION
<p>1.1 basic familiarity with their area of concentration, as outlined in the departmental description of the field and as understood in scholarly discussion at the forefront of study in the area;</p>	<p>to provide basic answers to most questions from first-year students arising from a typical introductory course (e.g., in the context of a tutorial);</p>	<p>1.1 (course) End of course stage: basic familiarity with a significant proportion of the subjects within their area of concentration</p> <p>1.1 (comp) End of comp stage: basic familiarity with a major proportion of the subjects within their area of concentration</p>	<ul style="list-style-type: none"> • PREREQUISITE STUDIES: <i>student transcripts</i> • COURSES: <i>course performance as a whole, for the area covered by the courses</i> • COMP PREPARATION <i>exams and oral, for areas covered; in biblical department, requirement that students be familiar with the content of a selected introductory text.</i> • TA WORK <i>professor's evaluation; student course evaluations.</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>
<p>1.2 competence in a significant proportion of the subjects within their area of concentration;</p>	<p>to give a lecture on each subject at the introductory level;</p>	<p>1.2 (course) End of course stage: competence in a moderate proportion of the subjects within their area of concentration,</p> <p>1.2 (comp) End of comp stage: competence in a significant proportion of the subjects within their area of concentration,</p>	<ul style="list-style-type: none"> • COURSES <i>successful completion of courses (class presentations; papers)</i> • COMPS <i>written and oral demonstration in comprehensive exams</i> • THESIS PREPARATION <i>thesis proposal; written thesis; oral defence; internal and external readers' evaluations and their assessment of the thesis' implications to the field</i> • TA WORK <i>professor's evaluation of TA's teaching and lectures</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>

<p>1.3 proficiency in at least three subjects;</p>	<p>to offer an elective course in each subject at the BA or MDiv level;</p>		<ul style="list-style-type: none"> • COMPS <i>written and oral demonstration</i> • THESIS PREPARATION <i>thesis proposal; written thesis; oral defence; internal and external readers' evaluations and their assessment of the thesis' implications to the subject areas pertaining to the thesis</i>
<p>1.4 expertise in at least one subject.</p>	<p>to undertake and complete a project of original scholarly research.</p>		<ul style="list-style-type: none"> • THESIS <i>assessment of thesis proposal; readers' reports on thesis; oral defence</i>

2. Ability with scholarly tools and skills

Graduates of the doctoral program will have attained	so that they will be able	MEANS OF DEMONSTRATION
<p>2.1 competence in at least three ancient and modern languages (in addition to English) pertinent to theological scholarship</p>	<p>to read theological texts of moderate difficulty in that language with the aid a lexicon, accurately and at a moderate rate of speed;</p>	<ul style="list-style-type: none"> • ENTRANCE LANGUAGE REQUIREMENTS <i>student transcripts; TST exams; TOEFL scores (for English)</i> • IN-PROGRAM LANGUAGE REQUIREMENTS <i>TST language courses and exams; transcripts for other acceptable courses; other acceptable evidence of student's ability</i>
<p>2.2 a higher level of ability (proficiency or expertise) in one or more languages (if necessary)</p>	<p>to carry out research in the subject of specialization;</p>	<ul style="list-style-type: none"> • COURSES AND EXAMS (BIBLICAL DEPARTMENT) • AD HOC ARRANGEMENTS (OTHER)
<p>2.3 proficiency in the use of a library and the construction of a bibliography</p>	<p>to produce bibliographies appropriate to each of the four levels of knowledge described above;</p>	<ul style="list-style-type: none"> • PREREQUISITE STUDIES <i>thesis in qualifying degree or submitted research paper</i> • ORIENTATION <i>attendance at library orientation meetings</i> • COURSE WORK <i>class presentations; research papers</i> • COMP PREPARATION <i>discussions with comps committees; bibliographic aspect of comps</i> • THESIS <i>bibliography as part of the proposal; bibliography in the thesis itself</i>
<p>2.4 competence or proficiency in the use of pertinent electronic and web-based resources</p>	<p>to make appropriate use of such resources (1) at a level of proficiency in their own area of research, and (2) at a level of competence in classroom and instructional settings;</p>	<ul style="list-style-type: none"> • COURSE WORK <i>Blackboard / U of T portal component of courses; library resources and training sessions</i> • TA WORK <i>Blackboard component of courses; professor's evaluation; student course evaluations.</i>
<p>2.5 proficiency in the following skills:</p> <ul style="list-style-type: none"> • clear and effective communication in both oral and written forms; 	<p>to produce standard forms of scholarly engagement, both written (e.g., publishable research paper, publishable book review) and oral</p>	<ul style="list-style-type: none"> • COURSE WORK <i>class presentations; research papers; evaluations by professors and peers</i> • OTHER TST PRESENTATIONS (DEPARTMENTAL SEMINAR, ADSA WORKS AND WINE)

<ul style="list-style-type: none"> • the construction of a logical argument; • the making of informed judgments on complex issues; • the use of standard conventions of style for scholarly writing. 	<p>(presentation of a paper, response to an oral presentation, lecture), of a quality consistent with standards for an entry-level academic appointment.</p>	<p><i>student CV or other evidence of participation; informal evaluation by students and professors</i></p> <ul style="list-style-type: none"> • ADSA PROFESSIONAL DEVELOPMENT SEMINARS <i>student CV or other evidence of participation</i> • FACULTY MODELING AND MENTORING <i>in addition to formal input in courses, encouragement of students to polish their work for presentation in other settings</i> • PARTICIPATION IN SCHOLARLY SOCIETIES <i>evidence of such participation by the production of a paper or the facilitation of a session</i> • PUBLICATION (REVIEWS, ARTICLES, ETC.) <i>evidence of publication in recognised and peer-reviewed publications</i>
---	--	---

3. Ability to carry out specialized original research

Graduates of the doctoral program	so that they will have	MEANS OF DEMONSTRATION
<p>3.1 will have</p> <ul style="list-style-type: none"> • attained expertise in one subject, together with competence or proficiency in a cognate area or method, where appropriate; • gained a thorough understanding of the nature and process of research (identification of a research question or problem; construction of an appropriate method of investigation; collection of primary evidence and secondary sources; formulation of a thesis or claim; constructing a reasoned argument on the basis of evidence in support of the claim); • developed a critical awareness of and proficiency in the methodologies appropriate to their field; • learned how to apply the requisite scholarly tools and skills (see the previous section) 	<p>conceived, designed, carried out, completed, and successfully defended a major research project (thesis) that makes an original contribution to the area of concentration and that, in whole or in part, is of a quality to satisfy peer review and to merit publication.</p>	<ul style="list-style-type: none"> • THESIS PREPARATION, PRESENTATION AND DEFENCE <p><i>comp work as it pertains to the subject of specialization; thesis proposal; thesis, with its various stages of assessment (director, first two readers, additional two readers, oral defence)</i></p>

4. Preparation for a vocation of theological scholarship

Graduates of the doctoral program will be equipped and prepared to exercise a vocation of theological scholarship, whether this be in a formal academic setting, in ecclesiastical leadership or in some other setting. Such a vocation should be characterized by independent initiative, personal responsibility, collegial cooperation, ethical behaviour consistent with academic integrity, and an appreciation of the limitations of one's own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines. Such a vocation involves three broad areas of activity—research, teaching and service.

4.1 Research

<p>4.1.1 Graduates of the doctoral program will have acquired sufficient skill, ability and experience</p>	<p>that they will be able to engage in further ongoing, self-directed research activity, to take their place in various appropriate communities of researchers (e.g., academic societies, college faculties), and to contribute to the development of the scholarly enterprise in appropriate ways (skills, techniques, tools, practice, ideas, theories, approaches, materials, etc.).</p>	<ul style="list-style-type: none"> • THESIS PREPARATION, PRESENTATION AND DEFENCE <i>evidence of participation in the wider scholarly community in the student's CV submitted for the thesis defence</i> • FACULTY MODELING AND MENTORING <i>comps and thesis supervision; collaborative projects between faculty and students (e.g. writing an article together)</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>
---	---	---

4.2 Teaching

<p>4.2.1 Graduates of the doctoral program will have acquired sufficient knowledge and experience</p>	<p>that they will have an entry-level ability</p> <ul style="list-style-type: none"> • 4.2.1.1 to construct introductory courses at the BA or MDiv level in their area of concentration; • 4.2.1.2 to construct upper-level courses at the BA or MDiv level in at least three sub-areas; • 4.2.1.3 to grade student papers and to guide student learning; 	<ul style="list-style-type: none"> • TA OPPORTUNITIES <i>course lectures, course evaluation forms</i> • TEACHING WITHIN TST AND ELSEWHERE <i>student course evaluations; teaching dossier</i> • ADSA PROFESSIONAL DEVELOPMENT SEMINARS <i>student CV or other evidence of participation</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>
--	--	--

<p>4.2.2 While teaching at a post-secondary institution is not the only vocation for which they will be prepared, a majority of the graduates of the doctoral program will have acquired sufficient knowledge and experience</p>	<ul style="list-style-type: none"> • 4.2.1.4 to present their teaching experience and their approach to teaching in an appropriate form (e.g., a teaching dossier); and • 4.2.1.5 to adapt their teaching skills to situations other than a formal classroom. <p>that they will have the potential</p> <ul style="list-style-type: none"> • 4.2.2.1 to teach the courses described above successfully; and • 4.2.2.2 to embark on an academic career. 	
---	---	--

4.3 Service

<p>4.3.1 Graduates of the doctoral program will have developed sufficient understanding of their vocational responsibility</p>	<p>that they will</p> <ul style="list-style-type: none"> • 4.3.1.1 recognize the importance of working with scholarly peers and associates in a collegial manner; 	<ul style="list-style-type: none"> • COURSE PARTICIPATION; STUDENT SOCIETIES; COLLEGE PARTICIPATION <i>addressing manifestations of a lack of collegiality as they present themselves</i>
	<ul style="list-style-type: none"> • 4.3.1.2 recognize the ecumenical character of theological scholarship and its place within the broader world of scholarly discourse; • 4.3.1.3 recognize the importance of making their theological expertise available in appropriate ways to wider circles in the church and society. 	<ul style="list-style-type: none"> • COURSE PARTICIPATION; INVOLVEMENT WITH FACULTY AND STUDENTS FROM OTHER COLLEGES; <i>ROSI record contains evidence of such involvement</i> • FACULTY MODELING AND MENTORING <i>faculty assessment, expressed in such forms as letters of reference</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>



Toronto School of Theology
47 Queen's Park Crescent East
Toronto, Ontario, Canada
M5S 2C3
www.tst.edu

Published: September 2013
Updated: August 2014