

# TORONTO SCHOOL OF THEOLOGY

DOCTOR OF MINISTRY PROGRAM HANDBOOK



May 2019

47 Queen's Park Crescent East  
Toronto, ON M5S 2C3  
Telephone: 416-978-6754



## The Toronto School of Theology

The Toronto School of Theology (TST) is an ecumenical federation of seven member colleges. The following colleges participate in TST's graduate programs: 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 graduate degree programs. They support their graduate degree communities in various ways, such as teaching courses in the graduate programs; providing supervision of graduate students; participating in TST's governance structures; and providing financial aid to students. Every graduate (advanced degree) student must be accepted for admission into one of the six participating theological institutions ("colleges"). Each conjoint degree is conferred under the authority of statutes and regulations of the province of Ontario, by both the student's college and the University of Toronto (UofT).

### Mission Statement

The TST consortium is strongly committed to:

- critical reflection and scholarly research on matters of Christian faith, practice and ministry;
- excellence in theological education and formation for various ministries in Church and society;
- an ecumenical environment for theological education.

The TST corporation serves the member colleges of the TST federation with the following mission:

- to foster formal and informal ecumenical exchange, within and outside the classroom;
- to promote academic, professional, and interdisciplinary collaboration among the faculty of the member institutions;
- to administer and coordinate a variety of academic programs;
- to enter into and manage a variety of collaborative relationships, especially with the UofT;
- to enhance in appropriate ways the resources available for academic programs in theology and for lifelong learning in ministry.

## About this Handbook

### Effective Academic Period

The *2019-20 Doctor of Ministry (DMin) Handbook* is effective for the academic period May 1, 2019 to April 30, 2020. References in the calendar to "current academic year" refer to this period for the conjoint DMin degree program offered by member colleges of the Toronto School of Theology (TST). This Handbook was approved by Academic Council on April 29, 2019.

### Handbook Format

The DMin Handbook is edited annually and is available online in a PDF version on the TST website in April. Students are strongly advised to consult the DMin Handbook regularly to ensure they are adhering to program requirements and to monitor the TST website to keep informed of any procedural changes. While the DMin Director and College Graduate Directors are available to provide advice and guidance, it must be clearly understood that the ultimate responsibility rests with the student for completeness and correctness of program requirements and observance of regulations and deadlines. Students are responsible for seeking guidance from a responsible officer if they are in any doubt; misunderstanding or advice received from another student will not be accepted as cause for dispensation from any

regulation, deadline, program, or degree requirement. The DMin Handbook describes the conjoint DMin graduate degree available at Toronto School of Theology. It also contains policies and procedures related to graduate studies.

## **Important Notices**

### **Changes in Programs of Study and/or Courses**

This Handbook is for the Doctor of Ministry program for the academic year May 1, 2019 to April 30, 2020. It may not necessarily be available in later years. If the Centre for Study in Ministry (CSM), the Graduate Centre for Theological Studies (GCTS), or TST colleges must change the content of programs of study or withdraw them, all reasonable possible advance notice and alternative instruction will be given. However, the TST, its member colleges and the University of Toronto will not be liable for any loss, damages, or other expenses that such changes might cause. Courses required to complete the minimum requirements of the DMin degree are offered by TST member colleges and will be made available annually. However, the TST member colleges reserves the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, prerequisites and co-requisites, grading policies, requirements for promotion, and timetables without prior notice. 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 subsequent 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 DMin Handbook, especially those that involve TST administrative or governance structures or that are mandated by the terms of our accreditation by the Association of Theological Schools (ATS) or of the TST affiliation with the University of Toronto (UofT) by virtue of their Memorandum of Agreement (MOA), and its quality assurance processes.

### **Regulations and Policies**

As members of the TST community, students assume certain responsibilities and are guaranteed certain rights and freedoms. The TST has several policies that are approved by TST's Academic Council and which apply to all students. Each student must become familiar with the policies, and the TST and its member colleges will assume that he or she has done so. The rules and regulations of the DMin program are listed in the *DMin Handbook*. In applying to the DMin program, the student assumes certain responsibilities to the TST and the CSM. If admitted and registered, the student shall be subject to all rules, regulations, and policies cited in the *DMin Handbook*, as amended from time to time, with the exception of program requirements. Each student is required to satisfy the program requirements found in the DMin Handbook of the academic year in which the student first registered in the program.

Requirements and policies for the DMin program must be congruent with the accrediting standards of ATS, as well as government statutes and regulations. These policies must also be congruent with the Memorandum of Agreement (MOA) among the TST participating colleges and the UofT. Academic policies are administered collaboratively by the Director, Graduate Centre for Theological Studies, the Director, Doctor of Ministry program, GCTS, the DMin Office, and the Director for Graduate Degree Studies in the student's college of registration (College Graduate Director).

University policies, which the TST has agreed to by virtue of the TST/UofT Memorandum of Agreement (2014), can be found at [www.governingcouncil.utoronto.ca/policies.htm](http://www.governingcouncil.utoronto.ca/policies.htm). Those of particular importance to TST students are:

- Code of Behaviour on Academic Matters

- Code of Student Conduct
- Policy on Official Correspondence with Students

For more information about students' rights and responsibilities, visit:

<http://www.vicprovoststudents.utoronto.ca/publicationsandpolicies/rights-andresponsibilities.htm>.

TST graduate students in conjoint degrees may access services covered under the Memorandum of Agreement.

### **Enrolment Limitations**

The TST colleges make every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programs to which they are admitted and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck, and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient. The TST will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

### **Copyright in Instructional Settings**

If a student wishes to tape-record, photograph, video-record, or otherwise reproduce lecture presentations, course notes, or other similar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise, all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor's consent will not be unreasonably withheld.

### **Student Numbers and UTOrids**

Each conjoint degree student at TST is assigned a unique identification number by the University of Toronto (UofT). The number is confidential. The UofT strictly controls access to Person ID numbers. The UofT assumes and expects that students will protect the confidentiality of their Person IDs. The University also issues each student a UTOrid. The UTOrid is a permanent UofT credential that is issued to conjoint degree students in order to access campus-wide services and resources.

### **Notice of Collection of Personal Information**

The TST and the UofT respect your privacy. Personal information that you provide to the TST and UofT is collected pursuant to sections 17-21 of the UofT-TST Memorandum of Agreement (MOA). It is collected for the purpose of administering admission, registration, academic programs, TST-related student activities, activities of student societies, financial assistance and awards, graduation and advancement, and reporting to government agencies for statistical purposes. The UofT is required to report student-level enrolment related data to the Ministry of Advanced Education and Skills Development (MAESD) as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics, and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times personal student information will be protected. If you have questions, please refer to Ms. Diane Henson, TST Registrar (diane.henson@utoronto.ca; 416-978-4040).

### **Fees and Other Charges**

The TST and its member colleges reserve the right to alter the fees and other charges described in the *DMin Handbook*. Since TST graduate students do not pay ancillary fees for Student Life (UofT) they are

not eligible to receive any services offered by Student Life. Students, however, do have access to Accessibility Services and the Graduate Centre for Academic Communication (formerly English Language and Writing Support).

## Director and Academic Staff of the CSM

Sarah A. N. Travis, BA, MDiv, ThD

Interim Director, Centre for the Study of Ministry, Doctor of Ministry Program

Alison Hari-Singh, BSc (Hons.), MRel

DMin Administrator, Centre for the Study of Ministry, Doctor of Ministry Program

Diane Henson, MA, DCG

Registrar and Manager of Academic Services

## Faculty Profiles

A full listing of faculty, their specializations and courses appears on the TST website, at <https://www.tst.edu/academics/directory>.

## Sessional Dates

2019	
Apr. 1	Course registration for Summer courses begins
Apr. 12	Last day to submit signed approval request for academic activities for 2019S such as requests for Leave of Absence, Reading and Research courses, course work extensions, program extensions, etc.
Apr. 18	Summer Registration Deadline for DMin Students (Minimum payment must be received and posted to ROSI/ACORN to complete registration.)
Apr. 29 – May 3	Orientation Week for incoming DMin students
May 27 – Jun. 6	TSM5020HF Contextual Theology offered for first year DMin cohort
Jun. 10 – Jun. 20	TSM5021HF Theology of Ministry offered for second year DMin cohort
N/A	TSM5022HF Qualitative Research Methods offered for third year DMin cohort
Jul. 23	Course Registration for 2019-20 Fall/Winter begins
Aug. 21	Deadline for fee payment to be received and posted on ROSI/ACORN for Fall 2019
Aug. 30	All Summer session grades due on ROSI/ACORN
Sept. 4	Last day to submit signed approval requests to DMin Office for 2019F courses and activities such as requests for Leave of Absence, Reading and Research courses, course work extensions, program extensions, etc.
Sept. 6	Last day to submit theses for examination to avoid tuition fees for 2019F
Sept. 9	TST Fall classes begin
Sept. 13	Last day to add YF, HF, HY, and YY courses
Nov. 8	Last day to drop YF and HF courses without academic penalty
Nov. 22	Application deadline for DMin Program for 2020-21 admission ( <i>Date to be confirmed</i> )

Nov. 29	Last day to submit theses to TST for examination (Spring Convocation) and to avoid tuition fees for Winter 2020 <i>(Date to be confirmed)</i>
Dec. 3	DMin Admission Committee Meeting <i>(Date to be confirmed)</i>
Dec. 13	Last day to submit signed approval requests to DMin Office for 20201 courses and activities such as requests for Leave of Absence, Reading and Research courses, course work extensions, program extensions, etc.

2020	
Jan. 6	Fall session course grades due on ROSI
Jan. 6	TST Winter classes begin
Jan. 6	Fall 2019 grads seen by students on ACORN
Jan. 10	Last day to add HS and YS courses
Mar. 6	Last day to drop HS, YY, HY, and YS courses without academic penalty
Apr. 9	Last day to submit signed approval requests to DMin Office for 20205 courses and activities such as requests for Leave of Absence, Reading and Research courses, course work extensions, program extensions, etc.
Apr. 16	Winter session course grades due on ROSI
Apr. 21	Winter session grades see by students on ACORN

*Colleges may have earlier dates and deadlines which may take precedence over the ones stated above. Unless otherwise stated, deadline times are 4:30 pm Eastern Time. For more information on individual entries, and updates throughout the year, please consult <https://www.tst.edu/academic/key-academic-dates>.*

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## **A. GENERAL REGULATIONS**

### **A1. THE CENTRE FOR THE STUDY OF MINISTRY AND THE DOCTOR OF MINISTRY OFFICE**

#### **A1.1 The Doctor of Ministry Office**

The Doctor of Ministry Office is responsible for the oversight of the DMin program in the TST and for developing and implementing appropriate regulations and operating procedures for admissions, program of study, and completion of degree requirements.

Academic policies are administered collaboratively by the DMin Director, the GCTS Director, the GCTS, the DMin Office, and by the Director for Graduate Degree studies in the student's college of registration (College Graduate Director).

The DMin Office is located at Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, Ontario M5S 2C3. Phone: 416-978-6754; E-mail: [dmin.office@utoronto.ca](mailto:dmin.office@utoronto.ca). Website: <https://www.tst.edu/>.

#### **A1.2 The Centre for the Study of Ministry (CSM)**

The Centre for the Study of Ministry (CSM) is an advisory and coordinating group and has responsibilities delegated to it by the Academic Council. The CSM consists of 12 voting members: the DMin Director, Graduate Directors of the Member Colleges, a DMin student, a UofT Representative, the TST Director, the GCTS Director, and a Faculty Member at Large. Two non-voting members include: the TST Registrar and the DMin Administrator, who acts as Secretary. The CSM is chaired by the DMin Director. The CSM is primarily responsible for recommending policies and regulations, advising Academic Council, and annual quality assurance processes.

#### **A1.3 Conjoint DMin Degree Program**

A conjoint degree is one which is conferred by the simultaneous exercise of the power and authority of the UofT and of a member college. The TST and its member institutions are solely responsible for the delivery of the conjoint DMin program, for the academic support of students in these programs, and for faculty development in relation to the DMin program. (See §§6-10 and 17-20 of the MOA for further details and exclusions.)

#### **A1.4 Graduate (Advanced Degree) Faculty**

Members of the graduate (advanced degree) faculty play a pivotal role in the delivery of TST's graduate programs in teaching, student supervision, examinations, directing theses, serving on various program and administrative bodies and, more generally, sharing in the responsibility for the excellence in graduate theological education. Graduate faculty membership also carries with it the appointment to the GCTS.

At TST, members of teaching staff do not automatically have teaching and supervisory privileges in graduate (AD) programs. To be eligible for graduate faculty membership, an individual must hold a faculty appointment (tenured, tenure-stream, status-only, visiting, adjunct, etc.) at one of the TST colleges or its affiliates. Faculty members must also have been approved by the TST Director to teach in TST in accord with the Policy on TST Academic Appointments. As well, any contractual arrangements or financial compensation for graduate work done by a member of the GCTS faculty rests solely with their TST College of appointment.

## **A2. STUDENT CATEGORIES**

The TST only offers admission to one category of graduate students to the DMin program: 1) Degree.

### **A2.1 Degree Student**

A degree student is registered in the Doctor of Ministry program at the TST. Further, a degree student who has completed all requirements for the doctoral degree exclusive of thesis research will be designated as a doctoral Candidate for the degree, Doctor of Ministry (see General Regulations, §A8.5 Achieving Candidacy).

#### **A2.1.1 Degree Student on Probation**

When credentials are from a university where the program of study cannot readily be appraised by TST, the applicant may be required to register on probation for a period of at least four months and not more than 12 months. Applicants must hold a recognized degree with appropriate standing. After four months, but before the end of 12 months, the college of registration may recommend to the DMin Office that the student's probationary status be removed. Work completed during the period on probation will be credited towards the degree program. Students whose probationary status is not removed may remain registered on probation for the remainder of the academic year but will not be permitted to continue after that.

### **A2.2 Special (Non-Degree) Student**

Does not pertain to the DMin program.

### **A2.3 Visiting Student**

Does not pertain to the DMin program.

## **A3. APPLICATION FOR ADMISSION TO A DEGREE PROGRAM**

### **A3.1 Procedures for Application**

1. Formal application for admission should be submitted using the TST Online Admissions Application.
2. Applicants must pay an application fee as specified on the online application page, and according to the payment options. No decision on the application will be sent to the applicant until this fee has been paid.
3. Applicants must arrange to have either official versions, photocopies or scanned copies of their complete academic records from ALL post-secondary educational institutions attended forwarded as part of their application. TST reserves the right to require that the student obtain a credential evaluation from an accredited credential evaluation service.
4. Two academic letters of reference from faculty members who taught the applicant in the institution from which they received their MDiv (or equivalent degree);
5. A Ministry Base Group (MBG) letter of support from a person in the applicant's intended ministry base. This individual agrees to assist in the formation of a ministry base in the church or institution in which the applicant's ministry will be located for the duration of the program and serves as the chair of the MBG. The MBG exists to support the applicant through the essential components of the DMin program.
6. A Denominational or Institutional letter of support from an appropriate official in the applicant's diocese, religious order, presbytery, conference, or institution. They must declare full recognition of the applicant's intention to enter the DMin program and be aware of what the program requires (e.g., four-five years of study, on average, until completion of the program,



beginning with a one-week residential in the spring and one two-week residential for three successive summers thereafter; in addition, continued self-study and peer collaboration throughout the duration of the program).

7. A personal statement, of no more than 800 words, that includes the following:
  - the applicant's thoughts on the theory and practice of Christian ministry including goals, objectives, and rationale for ministry;
  - the applicant's thoughts on the present and future needs of the church as it ministers in changing social, economic, and political contexts;
  - a description of research interests and reasons for applying to the DMin program, including TST Graduate faculty with whom the applicant may study;
  - future plans for the applicant's practice of ministry.
8. A 15- to 20-page writing sample demonstrating independent research and writing ability.
9. A one-page selected bibliography of the applicant's current readings in theology or other fields related to their practice of ministry and research interest.
10. A two- to three-page *Curriculum Vitae* (optional).
11. Certified English translations of all international documentation written in a language other than English or French must also be submitted.
12. Students are responsible for all costs associated with admissions documentation. For further details about admission requirements see §D2 - Admission Requirements.

### **A3.2 Application Deadlines**

The application deadline dates are specified on the TST website by which applicants should submit their application, supporting documentation, application fee, and by which references are to be received in order to be assured that they will be considered for a place in the program.

Earlier submission is recommended for applications from outside Canada to ensure timely arrival, the processing of any governmental study permits, particularly where special documentation (and/or translation) and proof of English-language proficiency are required. Orientation Week for the DMin program is held in April. The DMin program commences in May.

### **A3.3 Financial Assistance**

For detailed information about financial assistance, see §A14.5 Financial Assistance later in this Handbook.

### **A3.4 Offer of Admission**

Admission decisions are made by the CSM Admissions Committee. The official offer of admission letter is issued by the DMin Office (followed by a letter from the applicant's college). Admission decisions are final and are not appealable under §A11.1.

Applicants who are offered admission pending receipt of final transcripts must submit one official copy of all final transcripts to the DMin Office before final admission can be approved. If final transcripts do not indicate that the expected degree has been conferred, official documentation must be submitted before registration indicating the student has satisfied all degree requirements to graduate and the date of degree conferral.

## **A4. ADMISSION POLICIES AND PROCEDURES**

The admission policies and procedures of the DMin Office are designed so that students entering the DMin program may normally have the capacity and preparation necessary to meet the challenges of the

program effectively. The degree regulations for admission specify minimal requirements only. Meeting the minimal requirements does not guarantee admission.

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 TST reserves the right to determine whether or not credentials of other degree-granting institutions meet the standards for admission to its programs. Admission decisions are final and are not appealable.

#### **A4.1 Academic Requirements for Admission**

All applicants will be considered on their individual merits for admission to any conjoint graduate program at TST.

##### **A4.1.1 Doctor of Ministry**

See the Degree Regulations §D. Doctor of Ministry.

##### **A4.1.2 - A4.1.4 Master of Arts Program**

Do not pertain to the DMin program.

##### **A4.1.5 English-Language Proficiency**

It is essential that all incoming graduate students have a good command of English. Proficiency in the English language must be demonstrated by all applicants educated outside Canada whose primary language is not English. This is a requirement of admission and should be met before application, but must be met before the deadline to register. This requirement may be satisfied using one of the English-language proficiency tests listed in the General Regulations, §A5.5 English-Language Proficiency Tests. Test results that are older than two years at the time of application cannot be accepted. In these circumstances, the applicant must retake the English-language proficiency test.

### **A5. ADMISSION REGULATIONS**

All applicants to the TST must meet the minimum standards required by the TST.

#### **A5.1 Master of Arts Program (MA)**

Does not pertain to the DMin program.

#### **A5.2 Doctor of Ministry Program (DMin)**

The admission requirements are stated under the Degree Regulations for the DMin, Degree Regulations, §D2. Admission Requirements.

#### **A5.3 Diploma Programs**

Does not pertain to the DMin program.

#### **A5.4 Special Students**

Does not pertain to the DMin program.

#### **A5.5 English-Language Proficiency Tests**

Students must be able to communicate effectively in English for studies at the TST. Applicants from outside Canada whose primary language is not English, and who were educated in a university outside Canada where the primary language of instruction and examination in the full academic program is not English, must demonstrate English proficiency to acceptable standards through an acceptable language

proficiency test (tests described below). Minimum scores are indicated. Evidence of an earned degree of at least two full years in duration from a recognized post-secondary institution where the language of instruction and examination is English may also be deemed as evidence of English proficiency (see §A5.6 below).

Even where an applicant has met the standards below, the CSM Admissions Committee may require or consider additional evidence of fluency in English. After a student has been admitted to studies, the DMin 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 DMin Director is required to take action under this paragraph when requested by a student's Thesis Proposal Committee, College Graduate Director, or by the professor of a course in which a student is enrolled.

#### **A5.5.1 Test of English as a Foreign Language (TOEFL)**

Web: Educational Testing Service (ETS). The TOEFL examination is offered in two formats: the traditional paper-based format (only offered on specific dates in a limited number of countries) and the Internet-based format (offered year-round). Applicants registering for the paper-based TOEFL must include the Test of Written English (TWE) component. The Internet-based test must include the writing and speaking sections. All applicants must satisfy the minimum TOEFL score requirements.

<b>Paper-Based Test (TOEFL PBT) and TWE</b>	<b>Internet-Based Test (TOEFL iBT) Including Writing and Speaking Sections</b>
Overall score: 580 TWE: 5	Overall score: 93 Writing: 22; Speaking: 22

#### **A5.5.2 Michigan English Language Assessment Battery (MELAB)**

Web: <https://www.cambridgemichigan.org/>

Required score: 85

#### **A5.5.3 International English Language Testing System (IELTS)**

Web: <https://www.ielts.org/>

Required score: 7.0 (Academic Format) with at least 6.5 for each component. (Applicants may be advised to contact their nearest British Council Office)

#### **A5.5.4 The Certificate of Proficiency in English (COPE)**

English Language Diagnosis and Assessment (ELDA)

Web: <https://www.copetest.com/> Required score: 76 minimum total with at least 22 in each component and 32 in writing

#### **A5.5.5 Academic English Level 60**

School of Continuing Studies, UofT Web: <https://learn.utoronto.ca/english-language-program>

Required score: B

#### **A5.6 Exemptions**

Normally, subject to the provisions in A5.5, if applicants meet any one of the following conditions, they are not required to submit proof of proficiency in English:

- Native language is English (language first learned and still used on a daily basis);

- A Canadian citizen who studied at a Canadian university where the language of instruction is French;
- Has obtained an undergraduate or graduate degree of at least two year's duration from an institution recognized by the University of Toronto and where the language of instruction and examination is uniformly English;
- Completed a degree of at least two years' duration in one of the following countries/regions: Australia, Barbados, Botswana, Ghana, Guyana, Hong Kong, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Namibia, New Zealand, Nigeria, Papua New Guinea, Sierra Leone, Singapore, South Africa, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, and Zimbabwe.

**Note:** Some applicants from the above-mentioned countries/regions may be required to provide proof of English proficiency as English is not the sole language of instruction at all universities.

The language of instruction and examination must be verified by TST. Applicants should provide an official academic transcript with a note confirming the use of English as the language of instruction and examination. If the official academic transcript does not have this note, applicants should make arrangements for an official statement to be sent from their institution directly to TST confirming the use of English as the primary language of instruction and examination.

## **A6. STRUCTURE OF ACADEMIC PROGRAMS**

### **A6.1 Academic Year**

In the TST, the academic year for the DMin program begins in May and ends in April. The academic year is divided into three sessions: the Summer session (May to August), the Fall session (September to December), and the Winter session (January to April).

### **A6.2 Academic Programs**

Academic programs leading to graduate degrees are defined by the degree regulations found in the Degree Regulations section (§D.).

### **A6.3 Program Length**

Program length refers to the period of time (in sessions or academic years) for an academically well-prepared student to complete a DMin program while registered full-time. Program length is established at the time of initial approval of the program. See established program length for individual programs in §D1.3 Time-frame (DMin Degree). The program length is the period of time upon which the minimum degree fee is based. Actual time to complete a program may vary for individual students.

### **A6.4 Minimum Degree Fee**

The minimum degree fee for the DMin program is the fee associated with one year (three sessions) of full-time studies and represents the minimum amount of tuition that every DMin student, regardless of registration status or option, must pay upon completion of the program prior to graduation.

All students are subject to tuition and fees for each session and year of registration, including sessions beyond the defined program length, until the program is completed. The Minimum Degree Fee is associated with the Full-time program length and is based on Summer session as the start of the program.

### **A6.5 Residence**

The DMin program specifies a period of residence during which the student is required to be on campus and consequently in such geographical proximity as to be able to participate fully in TST activities associated with the program. Residence provides the student with an opportunity to become immersed in the intellectual environment of the TST colleges.

#### **A6.5.1 Residence – MA**

Does not pertain to the DMin program.

#### **A6.5.2 Residence – DMin**

Among the essential elements of the DMin program are the influence of a community of theological scholars and the opportunities for interdisciplinary interchange. There are four residential blocks over a period of three years in which the student is required to attend and participate in all on-campus course work and community activities. Residential costs, which include flight, accommodation and meals, are not included in tuition fees.

- **The first residential period** is one week in duration and takes place in the spring, normally April. It is part of the admissions process and includes orientation, discernment, and group development.
- **The second, third and fourth residential periods** are two weeks in duration and take place every summer, normally June, for three years. During these times students will participate in courses, communal life, independent study, and faculty consultation. (See also §§A7.1.2. and A7.1.6.2)

#### **A6.5.3 Exception for Extended Absence**

Does not pertain to the DMin program.

#### **A6.5.4 Full-Year Rule**

A student in the course period of the program is required to be fully involved for the entire academic year, which begins in May and ends in April. The Winter semester is not considered a vacation period in the DMin program.

### **A6.6 Time Limit**

All program requirements must be completed within a specific period of time. The time limit for a degree is the maximum period of registration permitted for the completion of the program. The time limit for the DMin program is as follows:

- Full-time DMin: 5 years. See General Regulations §A7.2 (Extension of Time for Completion of Degree Requirements) for more information.

## **A7. REGISTRATION AND ENROLMENT**

Registration is the process by which a person has established, for an academic period, an active association with a program of study. Enrolment is the approved engagement by a student in a course or other academic activity or component of a program of study.

### **A7.1 Registration Policies and Procedures**

#### **A7.1.1 Registration Procedures**

DMin students are required to register at least three weeks prior to the beginning of each session they are required to attend. New DMin students will receive registration instructions prior to the registration dates listed in the Sessional Dates.

For the all sessions, registration material is posted online and students should consult the TST website or their college website for detailed registration information. Students are asked to check their ACORN account to view their invoice online.

Every effort is made to ensure that only students who are eligible to register receive registration material. However, receiving it does not override any other notification students receive about academic status and eligibility.

New students who have received a conditional offer of admission should make arrangements with the DMin Office to clear conditions as soon as possible, but prior to the date stated in their letter of admission.

The first step to registration is the payment of fees or arrangements to pay such fees.

A student is considered to be registered once any conditions of admission have been satisfied and academic, incidental, and ancillary fees are paid or a fees arrangement has been made.

#### **A7.1.2 Full-Time Studies**

Students registered as full-time students must be engaged in their studies on a full-time basis, as required by government regulations for full-time graduate studies. (See also §A6.5.3)

Full-time graduate students are defined according to government regulations as follows:

1. They must be pursuing their studies as a full-time occupation and identify themselves as full-time graduate students.
2. They must be designated by the DMin Office or college as full-time students (taking a course-load of 1.0 full-course equivalents per Fall/Winter semester).
3. They must be geographically available for Residency requirements (See §A6.5.2).
4. They must be considered to be full-time students by their supervisors.
5. If an academic program requires an absence from the TST (i.e., a Letter of Permission to study at another institution), students must apply through the DMin Office and receive approval from their College Graduate Director for permission to be off-campus.

A full-time student may be absent from the TST for an extended period or may participate in a program offered by another university if, and only if, the student has received written permission from the DMin Office, on the recommendation of their Supervisory Committee (see §D4) , and with the approval of their College Graduate Director. The student must maintain active academic connections with the DMin Office through electronic or postal communication. A graduate student who, in a given session, is absent from the program without receiving prior approval may lose good academic standing. In exceptional cases, a college may recommend to the DMin Office the termination of the student's registration and eligibility.

##### **A7.1.2.1 Maximum Fall/Winter Course Load**

The maximum course load for each of the Fall/Winter sessions is 1.5 full-course equivalents (FCEs). Upon the recommendation of their College Graduate Director, students may petition the DMin Office to take an additional 0.5 FCE per session.

#### **A7.1.3 Part-Time Studies**

Currently, TST does not offer a part-time option for the DMin degree.

**A7.1.4 Session Courses**

All students, whether attending formal courses or engaging in research or project work, must register for all sessions in the academic year.

In addition to a program of research supervision and independent study, the DMin Office and GCTS, through TST member colleges, offers a limited number of graduate courses for credit towards higher degrees during the Summer. Summer courses are equivalent to those offered during the Fall and Winter sessions but vary in duration and thus in frequency of meeting. Please consult the TST website for a listing of TST courses.

**A7.1.4.1 Maximum Summer Course Load**

For students attending the May to August session, the maximum possible load is 2.0 full-course equivalents (FCEs). The maximum load in the May to June or July to August period is 1.0 FCE (see §A7.1.2.1).

**A7.1.5 First Registration**

Students beginning their degree program register for the first time in May.

**A7.1.6 Continuity of Registration**

Students in a thesis program (doctoral) must be continuously registered.

**A7.1.6.1 Master's Students: Continuous Registration**

Does not pertain to the DMin program.

**A7.1.6.2 Doctoral Students: Continuous Registration**

All DMin students must register as full-time students in each session until all degree requirements have been fulfilled. (See General Regulations, §§A7.2 and A8)

**A7.1.7 Late Registration Fee**

Since it is the student's responsibility to ensure that proper registration is completed on time, late registration will be subject to any additional fees levied by the college of registration.

**A7.1.8 Failure to Register**

Since it is the student's responsibility to ensure that proper registration is completed on time, late registration will be subject to an additional fee as specified by each college. Where on May 30<sup>th</sup> a student has failed to meet the requirements for maintaining registration for the current academic year, the student's registration lapses and is considered terminated. 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 approved 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 DMin Director. Reinstatement then requires approval from both the student's college and CSM Admissions Committee, with the support of the College Faculty Advisor or Thesis Supervisor. 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 all 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 sessions in which they have not registered. Such DMin students may re-register only commencing in the Summer or Fall semesters.

## **A7.2 Extension of Time for Completion of Degree Requirements**

### **A7.2.1 Master's Students**

Does not pertain to the DMin program.

### **A7.2.2 Doctoral Students**

A DMin 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 imperilled. For this reason, time limits are imposed. (See §D1.3 Time Frame)

#### **A7.2.2.1 Program Extension**

In exceptional circumstances, a DMin 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 examination. The student must complete the Request for DMin Program Extension form, obtain the approval by signature of the Graduate Director of the college of registration, and submit the completed signed form to the DMin Office by the published deadline ([www.tst.edu/academic/key-academic-dates](http://www.tst.edu/academic/key-academic-dates)). 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 May. A student who desires additional program extensions must submit a new petition for each year well in advance of the expiry of the last extension. The first two extensions require the approval of the College Graduate Director and the DMin Director. The third extension requires the approval of the GCTS Petitions Committee. Normally a student's candidacy will lapse at the end of the third year of extension. The GCTS Director, upon recommendation from the DMin Director, may grant one further extraordinary program extension for serious and compelling compassionate reasons. No registration beyond this last extension will be permitted.

#### **A7.2.2.2 Thesis Prospectus, General Examination & Thesis Proposal Extension**

Does not pertain to the DMin program.

#### **A7.2.2.3 Extension to Complete Language Requirements**

Does not pertain to the DMin program.

## **A7.3 Leave of Absence Policy**

A student who will not be continuing his/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/her program by completing the Request for Leave of Absence form, obtaining the approval by signature of the College Graduate Director in his/her college of registration and submitting the form to the DMin Office. The DMin Director may then grant the Leave of Absence. 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 May or September 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 DMin Director (or GCTS Petitions Committee) 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. A student may request to return to studies at any time during their approved leave, in which case they will be registered at the start of the next academic session (May or September). Outstanding SDFs at the time of the start of approved leave of absence will have due dates extended to the first day of the semester of the student's return to the program. (See §A7.8).

#### **A7.4 Withdrawal from a Graduate Program**

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, who will in turn immediately notify the DMin Office. The withdrawal is recorded on the student academic record and reflected on the transcript, and is subject to published refund schedules, if applicable. If a student withdraws from the program with in-progress or incomplete courses, a final grade of INC will be recorded on their academic record. An application for readmission by a student who has withdrawn will be made in competition with all other applicants. All re-admissions decisions are made by the CSM Admissions Committee, upon recommendation by the student's initial college of registration. (See §A7.8).

#### **A7.5 Terminal Reinstatement**

Terminal reinstatement to defend a completed thesis, after a student's registration lapses, is not permitted.

#### **A7.6 Graduate Courses and Other Academic Activities**

##### **A7.6.1 Graduate Courses**

All graduate programs are composed of a number of academic requirements that include graduate courses and other academic activities. A graduate course is a discrete, time delimited unit of instructional/learning activity identified by a course code, in which students enrol. Graduate courses must be approved according to the relevant college and TST policies and procedures. All graduate courses must have an instructor in charge who has a graduate faculty membership in the GCTS. A full graduate course (course weight of 1.0 full-course equivalent [FCE]) should involve a minimum of 48–72 hours of organized activity (e.g., two lectures or three hours of laboratory work a week over two sessions); a half course (0.5 FCE) should require approximately half this time commitment. Normally, the beginning and end dates for courses should coincide with the beginning and end dates of TST sessions.

If a course is not offered for more than five years, it becomes inactive and TST will archive the course. Faculty will need to re-activate the course in accord with established TST policies.

##### **A7.6.2 Course Codes**

All graduate courses have course codes consisting of:

- a prefix associated with the college and program area (three letters);
- a four-digit course number; and
- a suffix associated with the course weight and session (normally, course weight is measured in full-course equivalencies (FCEs) and is indicated via a Y or H suffix);
- Y (full course): 1.0 FCE, normally taken over two sessions
- H (half course): 0.5 FCE, normally taken over one session

#### **A7.7 Enrolment Policies and Procedures**

##### **A7.7.1 Enrolment (Registration)**

At registration, students enrol with their college and arrange programs of study (courses, research topics, advisors, supervisors, and so on). The CSM Admissions Committee recommends Supervisors and

Supervisory Committees (see §D4); the GCTS has additional responsibilities for approving Supervisors and Supervisory Committees for doctoral students. Students should contact the college for enrolment procedures. Enrolment should be completed by the deadline noted in the annual published calendar of sessional dates.

Most of the formal classes and seminars in the Fall session begin in the week of September following Labour Day. Most formal Winter session classes and seminars begin during the first week of January, and those beginning in the Summer session have varied start dates.

Not every course will be offered in any one year. Consult the TST website concerning course offerings.

#### **A7.7.2 Deadlines for Enrolment Changes**

Courses must be dropped by using ACORN ([www.acorn.utoronto.ca](http://www.acorn.utoronto.ca)). In order to avoid academic penalties, courses must be dropped by the deadlines specified in published Sessional Dates.

(See General Regulations, §A7.4 Withdrawal from a Graduate Program.)

#### **A7.7.3 Exceptional Circumstances Affecting Student Performance**

Students with health problems or other personal circumstances that may adversely affect their performance in, or their ability to complete coursework, examinations, or other departmental or graduate program assessments may request special consideration. Students with long-term needs should register with Accessibility Services. Written requests, supported by a medical certificate or other appropriate evidence, must be submitted to the DMin Director as soon as possible, normally no later than two business days following the deadline or date of assessment. If a medical certificate is submitted, it must confirm the student was adversely affected by health problems and must show the dates of illness and that the physician was consulted at the time of the illness.

If a student is affected by health problems or other personal circumstances during an examination that affect the completion of the examination, the student must notify the instructor or invigilator immediately; that is, the student should not wait until the end of the examination. Such notification must be followed up with a written request for special consideration as above.

#### **A7.8 Grades, Completion of Coursework and Grade Submission**

**Minimum Grades Required:** All courses must be completed with a final grade of at least B to be credited to the required courses of a graduate degree program. All grades are recorded in the student's academic history as a letter grade. A student's sessional grade point average (SGPA) and cumulative grade point average (CGPA) are calculated on the basis of the letter grades. Instructors may assign letter grades for all coursework, or they may choose to assign percentage grades for individual assignments or evaluations, which are then used as the basis for determining a final letter grade.

If a student receives a failing grade (FZ) in any course, the student's College Faculty Advisor will review the student's performance in the program and make recommendations to the DMin Director. The recommendation will normally be that the student's registration in the DMin program be terminated. However, if there are extenuating circumstances or other legitimate considerations, the college may recommend that the student be allowed to continue under certain specified conditions.

The conditions must 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 DMin Director (or GCTS Petitions Committee in difficult cases) 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 original failing grade will continue to appear on the student's record.

Letter Grade	Numerical Equivalent	Grade Point	Grasp of Subject Matter	Further qualities expected of students
<b><i>A RANGE Excellent: Student shows original thinking, analytic &amp; synthetic ability, critical evaluation, broad knowledge base</i></b>				
A+	90-100	4	Profound & creative	Strong evidence of original thought, analytic and synthetic ability; sound and penetrating critical evaluations which identify assumptions of those they study as well as their own; extensive knowledge base
A	85-89	4	Outstanding	
A-	80-84	3.7	Excellent	Clear evidence of original thinking and of analytic and synthetic ability; sound critical evaluations; broad knowledge base
<b><i>B RANGE Good: Student shows critical capacity &amp; analytic ability; understanding of relevant issues, familiarity with the literature</i></b>				
B+	77-79	3.3	Very Good	Good critical capacity and analytic ability; reasonable understanding of relevant issues; good familiarity with the literature
B	73-76	3	Good	
B-	70-72	2.7	Satisfactory at a post-baccalaureate level	Adequate critical capacity and analytic ability; some understanding of relevant issues; some familiarity with the literature
FZ	0-69	0	Failure	Failure to meet above criteria
NCR	none	0		

In addition, the following non-grade course reports may be entered on the student's academic record (ACORN) by the college registrar subject to the policies in subsequent sections (§§A7.9-A7.11).

**INC (Permanent Incomplete).** This is assigned in special circumstances, by the DMin Director of the GCTS Petitions Committee, 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 §A7.11.5.

**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. (See also §§A7.11.4 and A.7.3).

**WDR (Withdrawn).** This is assigned when a student has withdrawn from a course with no academic penalty, subject to the conditions in §A7.11.5.

### **A7.9 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.

**A7.9.1 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 semester in which the course is taken. For courses taken during the summer session, the prima facie deadline is the last day of the semester (normally mid-August), identified under “Key Academic Dates” at [www.tst.edu](http://www.tst.edu).

**A7.10 Grade Submission**

Grades shall be submitted by dates published annually under “Key Academic Dates” at [www.tst.edu](http://www.tst.edu). However, some colleges have established earlier deadlines for the submission of grades. Instructors are bound by the earlier dates. 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.

**A7.11 Coursework Extensions**

Students are expected to meet the course deadlines, both of the TST and of the college in which they are registered 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. Requests must be made by the last day of exam week, or prior to the existing approved extension deadline.

**A7.11.1 Petitions**

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 Graduate 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 Graduate Director for extensions, using a standard form provided by TST on its website.

The deadline for requesting an initial extension is the deadline for completion of coursework for courses offered in the relevant session (see §A7.9.1).

A student on extension who is unable to complete the required coursework in the extension period specified by the College Graduate Director may apply to their College Graduate Director for a continuation of the extension (subject to the time limits and deadlines for extensions, set out in §A7.11.3); however, the student must make such a request before the expiry date of the extension period in place. This request does not constitute a second extension.

**A7.11.2 Grounds**

Legitimate reasons for an extension can be academic in nature (e.g., unexpected problems prohibiting research) 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 College Graduate Director (first extensions) and the DMin Director (subsequent extensions) must be reasonably certain that:

- 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 (a verification of illness form will also be required);
- The student would not be granted an unfair academic advantage over fellow students in the course;
- The student would not be placing the normal and satisfactory completion of new coursework in jeopardy; and
- The student does not have a reasonable chance of completing outstanding requirements within the time allotted.

**A7.11.3 Time Limits**

If the DMin Director grants a petition for a first extension, she/he must specify an extension period, which is not to run beyond the following deadlines:

December 13, 2019	Summer session courses
April 09, 2020	Fall session (F) courses
August 10, 2020	Fall/Winter session (Y) and Winter session (S) courses

As noted in §A7.11.1, a College Graduate Director may grant a continuation of a first 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 Graduate Director and the DMin Director. Requests for extensions beyond these deadlines must be submitted before the expiry of the previous extension or the last day to submit signed approval requests for the subsequent semester (published at [www.tst.edu](http://www.tst.edu)), whichever is earlier.

**A7.11.4 Course Registration with One or More SDFs**

If a student has been granted an extension beyond August 31<sup>st</sup>, he or she may register for no more than two half-courses (1.0 FCE) in the following semester. If a second extension is granted, a student may register in no more than one new half-course (0.5 FCE) for the subsequent semester. A student who registers at the beginning of the academic year for courses in the Winter semester will be required to drop courses that are in excess according to this regulation, if SDFs have not been completed in the following session of the initial SDF. Compliance with this regulation does not necessarily affect the student's full-time status.

**A7.11.5 Failure to Meet Deadlines**

If a student has not submitted any outstanding coursework by an established deadline (either the course 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 DMin Director (or GCTS Director).

**A7.11.6 Registration Procedures for Extended Completion of Coursework**

A student who has taken all courses required for his/her program (excluding TSM5022H), but has not yet completed all coursework or ILP requirement is not permitted to proceed to the comprehensive examination stage. Such a student, during the time s/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 TSZ7777Y "Research". The student cannot enter this placeholder code directly in the ACORN registration system; registration must be done by the registrar of his/her college of registration. Details for such registration can be obtained from the DMin Office and/or the registrar of the student's college of registration. The placeholder code TSZ7777Y "Research" should not normally be used for more than one semester.

**A7.11.7 Deadlines for Courses Taken outside the TST**

A student taking a course offered by the School of Graduate Studies (SGS) or another entity outside the TST member and affiliated colleges cross-listed courses is bound to the policies of that institution. For SGS courses, SDFs are not routinely assigned and extensions cannot be granted beyond the end of the semester following the end of the course (except, on rare occasions, with the approval of the Admissions

and Programs Committee of SGS). If issued an extension by SGS or another entity outside the TST, the student must submit a copy of all relevant documentation to the DMin Office.

#### **A7.12 Extra Courses Not Required for the Degree**

With the support of the College Faculty Advisor, the DMin Office permits students to enrol in additional courses not required for the degree. Such courses must be so designated on the student's Academic Record. These courses are subjected to the same regulations regarding withdrawal, failure, and failure to complete work as are courses required for the degree, except that repetition or replacement of failed or incomplete courses may be waived by the student's college of registration.

#### **A7.13 Auditing of Graduate Courses**

The colleges offering the course determines if it wishes to allow auditing of their courses and which groups of students and non-students it wishes to allow. When auditing is allowed, the final decision to permit an individual to audit rests with the instructor of the course. In all cases, students registered in TST who wish to audit courses have priority over non-TST students. An auditor may attend lectures and other class meetings, take part in class discussions, and, when the appropriate fee is paid, receive written confirmation of attendance. An auditor will not receive evaluations of participation and will not be allowed to submit assignments or write examinations and tests except by special and express permission. Audited courses are recorded on a student's transcript. The student must complete the appropriate registration form and submit it to the registrar of the college offering the course. Each TST college sets its own fees for auditing courses for registered and non-registered students. An audited course may not later be converted to a credit course.

The Uoft's Code of Student Conduct applies to auditors. Further information about access, certificates of attendance, and fees for auditing may be obtained from the college of the instructor.

#### **A7.14 Transfer Credit and Exemptions**

Transfer credit for graduate work completed in another program is limited to 1.0 full-course equivalent (FCE) or 25% of the course requirements for any degree, whichever is greater, provided that the courses have not been credited towards another degree, diploma, certificate, or any other qualifications. Such courses normally must have been completed within five years of the first year of a student's registration in the program. The Transfer Credit Form is used to report such recommendation. The award must be approved by the DMin Director. The CSM Admissions Committee may also award such transfer credit. Requests for Transfer Credit must be made by the application deadline posted on the TST website.

##### **A7.14.1 Advanced Standing**

In accordance with the rules and procedures of the program into which they are admitted, students may receive advanced standing on the basis of a degree program that they completed before their admission. The most typical case is a student who receives a *pro tanto* award of up to two credits for completing second graduate degree after having already met admissions requirements by completing a first master's degree. The course(s) for which advanced standing is awarded must be specified in the student's transcript, along with the grades originally assigned for these courses, and the number of units of advanced standing awarded to them. The student will be required to complete that many units less in his/her program. Grades for courses from outside the TST will not be included in the course average. Grades for all TST courses will be included in the average. After the student has entered the program, the award is requested using the Request for Advanced Standing / Transfer Credit form and approved by the DMin Director. Such requests must be made in the first semester of registration in the DMin program.

**A7.14.2 Transfer Credits**

May be awarded in a similar way for advanced degree work, in TST or elsewhere, which does not count towards a degree already awarded to the student. The DMin Director may award up to two credits transferred from another ATS-accredited school or other recognized institution for advanced degree courses at the equivalent of the 5000 or 6000 level, provided the coursework thus credited is deemed appropriate to the student's program. After the student has entered the program, the award is requested using the Request for Advanced Standing / Transfer Credit form and approved by the DMin Director. Such requests must be made in the first semester of registration in the DMin program.

**A7.14.3 Credits on a Letter of Permission**

A student may fulfill certain course requirements by doing work of equivalent graduate level outside TST or UofT's School of Graduate Studies (SGS). A prior positive recommendation must be obtained in writing from the student's College Faculty Advisor and approved by DMin Director prior to the published deadline for the semester that the academic activity takes place. Once approval is obtained, the registrar of the student's college of registration will write a "Letter of Permission" to be taken by the student to the institution offering the course. Students must inform their college registrar once they are officially registered so that the course can be added to their academic record in the appropriate academic session. When a grade is received, it will be recorded as a transfer credit on the student's TST academic record. The grade will not be included in the student's overall GPA. Up to half of the elective course units (i.e., 2.0 TST FCE) required in the DMin program may be taken at another institution. Any transfer credits awarded at time of admission are included in this limit. Any fees charged by that institution are the responsibility of the student.

**A7.15 Types of Courses**

There are three types of graduate courses:

- i. 5000-level courses are regularly scheduled on the TST timetable and are intended exclusively for graduate students.
- ii. 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.
- iii. 7000-level courses are Reading and Research courses at the graduate 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 DMin Office and must also be individually approved. They require work equivalent to that of a 5000-level or 6000-level course.

Requests for approval must be submitted to the DMin Office prior to the published deadline for the semester that the academic activity takes place. Registration deadlines for reading and research courses must comply with the course "add" dates of each academic year. These dates can be found on the TST website.

**A7.16 Basic (Second Entry Undergraduate) Degree Students in Graduate Courses**

Does not pertain to the DMin program.

**A7.17 Language Courses**

Does not pertain to the DMin program.

## **A8. GOOD ACADEMIC STANDING AND SATISFACTORY ACADEMIC PROGRESS, TIME LIMITS, SUPERVISION, AND CANDIDACY**

### **A8.1 All Degree Students**

To be in good academic standing, a student registered in the DMin program must:

- comply with the General Regulations of the DMin Office as well as with the Degree Regulations governing that degree program; and
- make satisfactory progress towards the completion of the degree.

All DMin students are admitted under the General Regulations of the DMin Office, described in this section of the Handbook. The degree regulations for the DMin program are described in the Degree Regulations section (see §D.). Each student is required to satisfy the program requirements found in the DMin Handbook of the academic year in which the student first registered in the graduate program. Failure to maintain good academic standing may result in various sanctions, including ineligibility for financial assistance, lowest priority for bursaries and assistantships, and even termination.

The DMin Office may terminate the registration and eligibility of a student:

- who fails to comply with the General Regulations or the Degree Regulations of this Handbook, or any additional policies of the college in which the student is registered; or
- who fails to maintain satisfactory progress in the degree program in which the student is registered, as measured by the general standards of the DMin Office.

### **A8.2 Full-Time Students**

Students must meet the full-time studies requirements to be in good academic standing – see General Regulations, §A7.1 Registration Policies and Procedures.

### **A8.3 Timely Completion of Graduate Program Requirements**

The TST establishes specific requirements for degree programs, as well as standards of satisfactory performance and progress. Continuation in a degree program requires satisfactory progress towards the completion of that program. A student's progress in a degree program will be considered satisfactory only if the student satisfies and completes the various requirements for that degree in a manner consistent with these General Regulations and Degree Regulations and the timeline for completion of the respective degree program. A college may recommend to the DMin Office that a student's registration and degree eligibility be terminated when a student fails to maintain satisfactory progress towards the completion of the degree.

### **A8.4 Satisfactory Completion of Graduate Courses – Minimum Grade Average**

Satisfactory performance in a degree program requires the completion of every course taken for graduate credit with a grade of at least a B-. If a student fails to complete a graduate course in a satisfactory manner (i.e., receives a grade report of FZ or NCR in a course or receives a grade report below the minimum acceptable grade), then the college in which the student is registered may recommend to the DMin Office the termination of registration and eligibility of that student. If the student is permitted to continue, he or she must repeat the relevant course, or an alternative course recommended by the DMin Director with the agreement of the College Graduate Director, and obtain a satisfactory grade. The report for the course that was not completed in a satisfactory manner as well as the report for the repeated or alternative course will appear on the student's academic record. For repeated or alternate courses only, the original failing grade will not be counted in the student's CGPA.



**A8.4.1 Master's Program**

Does not pertain to the DMin program.

**A8.4.2 DMin Program**

The student must obtain a cumulative grade-point average of 3.3 for all courses required in the DMin program, with no grade below B- in any course, in order to proceed to the comprehensive stage.

**A8.5 Doctoral Students and Candidacy****A8.5.1 Achieving Candidacy: Requirements and Time Limit**

To achieve candidacy, students in the DMin program must:

1. successfully complete all requirements for the degree exclusive of thesis research; and
2. have an approved thesis proposal, Thesis Supervisor, and Thesis Proposal Committee (see §D4.3).

Candidacy must be achieved by the end of the third year for the DMin program. In exceptional circumstances, a student who has not met these requirements may be permitted to register in the program for up to 12 months at the discretion of the DMin Director. Continuation beyond 12 months will require the approval of both the College Graduate Director, the DMin Director and the GCTS Petitions Committee.

Completion of the program requirements identified above will signal the achievement of candidacy. Achieving candidacy is recognized by a notation on the transcript.

**A8.5.2 Supervision and Satisfactory Progress**

All DMin students will have an opportunity during the Orientation Week to meet with the DMin Director. They should also meet with their identified College Faculty Advisor in the first session of the program. DMin students are expected to meet with their College Faculty Advisor and the DMin Director at least once a year in the first three years of the program.

DMin students must meet with their Individual Learning Plan Committee within the first year of the program. The Individual Learning Plan Committee meets with the student to discuss coursework and other pertinent aspects of their projected course of study. A DMin student who fails to submit an approved ILP by the end of the first year of the program may lose good academic standing. (See §D4.2) Upon successful completion of the course stage (excluding TSM5022H) the Comprehensive Examining Committee is formed. The Comprehensive Examining Committee consists of the College Faculty Advisor, the DMin Director plus one other member chosen from among the graduate faculty members of the GCTS. Both student and College Faculty Advisor should be involved in the selection of the other Comprehensive Examining Committee member. The student's choice of the third member of the Comprehensive Examining Committee is subject to the approval of the DMin Office. A student who encounters difficulties setting up a Comprehensive Examining Committee should consult the DMin Director, in advance of the relevant deadline. A student who fails to constitute a Comprehensive Examining Committee by the required time may lose good academic standing.

Upon successful completion of the comprehensive stage, the student moves to the thesis proposal stage of the program. The DMin student identifies the Thesis Supervisor and Thesis Proposal Committee. The Thesis Proposal Committee consists of the Thesis Supervisor, and one other member chosen from among the graduate faculty members of the GCTS. The College Faculty Advisor normally forms part of the committee in one of these roles. Non-academic representation on the Thesis Proposal Committee is made up of a representative from each of the MBG and CLG. Both student and Thesis Supervisor should be involved in the selection and approval of Thesis Proposal Committee members. The student's

choice of Thesis Supervisor and Thesis Proposal Committee members is subject to the approval of the DMin Office. A student who encounters difficulties setting up a Thesis Proposal Committee should consult the DMin Director, in advance of the relevant deadline.

Once the Thesis Proposal Committee is approved, the student has one year to complete and defend the thesis proposal. Failure to meet this deadline means the student may not proceed further in the program. A one-year extension may be granted at the discretion of the DMin Director.

Once the Thesis Proposal is approved the Thesis Proposal Committee continues supervising the student towards the completion of the thesis.

## **A9. GRADUATE STUDENT SUPERVISION**

### **A9.1 Thesis Topic and Supervision**

The work upon which the thesis is based must be conducted under the direction of one or more members of the faculty of the GCTS. DMin students must choose a thesis topic for which TST is able to provide adequate supervision. A student's choice of thesis topic, as well as his/her choice of Thesis Supervisor from among the graduate faculty members available in the GCTS, is subject to the approval of the DMin Director.

### **A9.2 Doctoral Supervision**

While the special, collaborative relationship between the student and Thesis Supervisor serves as a foundation for graduate education, the primary responsibility for the DMin program and supervision within the program rests with the DMin Office. The DMin Director has the principle obligation and authority for exercising these responsibilities, and, therefore, for implementing the academic and procedural standards established by Academic Council or the CSM.

It is essential that students have access to information relevant to their graduate program of studies, in all domains. Thus, TST will provide students with documentation that provides details of all procedures involved with graduate training, a list of members of the graduate faculty with relevant information concerning their participation, fields of expertise and supervision. In addition, updated statements must be made available to students on a regular basis. These will include a list of graduate students (with their general thesis topic, supervisors, and advisors), the availability of financial assistance, and relevant information to affected students about the expected absences of TST Graduate faculty.

The academic experience is greatly enhanced if members of the academic faculty, in addition to the Thesis Supervisor, are readily and formally available for consultation and discussion with the student. Therefore, an ILP Committee and Comprehensive Examining Committee should be struck as early as possible for each DMin student.

The DMin Office is responsible for monitoring the progress of students registered in the DMin program. Each student, at minimum, should have an ILP Committee and Comprehensive Committee that:

- consists of the DMin Director and College Faculty Advisor (who may become the Thesis Supervisor at the Thesis Proposal stage);
- meets with the student at least once per year to assess the student's progress in the program and to provide advice on future work; and
- submits a report, through the ILP Approval Form and the Comprehensive Approval Form, detailing observations of the student's progress and its recommendations.

Further, the student must be given the opportunity to respond to these reports and recommendations and to append a response to the committee's observations. Copies of the ILP Approval Form and Comprehensive Approval Form must be given to the student and filed with the DMin Office and college, within ten business days of the meetings.

## **A10. GRADUATION**

### **A10.1 Degree Recommendations**

When all requirements of the conjoint DMin degree have been fulfilled, the GCTS will confirm to the college that the program has been satisfactorily completed by the student. DMin students should note that when all requirements for the DMin program have been fulfilled, including the final approval of the student's digital (TSpace) thesis upload, the student will be recommended for graduation by the GCTS (see §D12.9. on TSpace submission).

### **A10.2 Convocation Ceremonies**

Convocation ceremonies are at various times of the year, typically in either May (Emmanuel, Knox, Trinity, and Wycliffe) or November (Regis and St. Michael's). Students who choose to attend a ceremony must attend the ceremony which directly follows the completion of their degree requirements. The TST Registrar, in collaboration with the college of the student's registration, submits the names of the graduands to the UofT Office of Convocation, which is responsible for the procedures for the convocation ceremony and the issuance of diplomas. Student's must contact their college well in advance of convocation and apply to graduate. (See also Degree Regulations, §D11.1.2 Deadlines for dissertation submission.)

The TST colleges will not release the official parchment (diploma) to students who have outstanding debts or obligations to the TST, college or UofT in accordance with college policies on graduation and TST policies on contained in General Regulations, §A12.3.

Students approved for graduation will graduate under the name specified on Repository of Student Information (ACORN). This name appears on all marks reports provided to students on various occasions throughout each academic year. The student may request a change or correction of name through her or his college registrar on a form prescribed for that purpose, which must be accompanied by supporting documentation. Such requests must be made a minimum of six weeks prior to the date of the convocation ceremony.

## **A11. ACADEMIC APPEALS**

### **A11.1 General Considerations**

A DMin 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 unfair or unreasonable. Appeals may be made concerning grades for courses or papers; decisions of a Supervisory Committee (see §D4); results of a language examination; evaluation of general or 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. Decisions made by the CSM Admissions Committee concerning admission and related matters are not subject to appeal. Issues relating to non-academic matters are not to be considered by the Academic Appeals Committee.

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 (and subject to the timelines noted in the sections below). The standard of review is reasonableness and fairness.

### **A11.2 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 Policy on 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. TST's standard of review is fairness and reasonableness.

#### **A11.2.1 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, the Director, GCTS, has the authority to waive or extend deadlines. In cases of appeals to the GSC Academic Appeals Committee, the TST Registrar has the authority to waive or extend deadlines. The TST Registrar may consult with the TST Director regarding issues related to timeliness.

#### **A11.2.2 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.

### **A11.3 Channels of Recourse**

<b>Dispute Concerning</b>	<b>Step 1: Informal Resolution</b>	<b>Step 2: Initial Appeal</b>	<b>Step 3: TST Appeal</b>	<b>Step 4: UofT Appeal</b>
Grades (courses)	Instructor of course	DMin Director	<b>GSC Academic Appeals Committee</b>	Governing Council
Individual Learning Plan, Comprehensive, or Thesis Proposal Committees	DMin Director	GCTS Director	<b>GSC Academic Appeals Committee</b>	Governing Council
Individual Learning Plan, Comprehensive, or Thesis Proposal Exams	DMin Director	GCTS Petitions Committee	<b>GSC Academic Appeals Committee</b>	Governing Council

Doctoral Examination	N/A	N/A	<b>GSC Academic Appeals Committee</b>	Governing Council
Termination of Candidacy	N/A	N/A	<b>GSC Academic Appeals Committee</b>	Governing Council
1 <sup>st</sup> and 2 <sup>nd</sup> extension (courses)	DMin Director	GCTS Director	<b>GSC Academic Appeals Committee</b>	Governing Council
1 <sup>st</sup> and 2 <sup>nd</sup> extension (program)	DMin Director	GCTS Director	<b>GSC Academic Appeals Committee</b>	Governing Council
Additional extensions (courses)	DMin Director	GCTS Director	<b>GSC Academic Appeals Committee</b>	Governing Council
Additional extensions (program)	DMin Director	GCTS Petitions Committee	<b>GSC Academic Appeals Committee</b>	Governing Council
Other	DMin Director	GCTS Director	<b>GSC Academic Appeals Committee</b>	Governing Council

### **A11.3.1 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, in the following order: the College Graduate Director, DMin Director, GCTS Director, TST Director, 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.

### **A11.3.2 Disputed Grade**

Instructor Reread or Reassessment

1. With respect to written work (including exams and essays), the student must first request a rereading of the written work by the instructor who assigned the grade. With respect to non-written work, the student must first request a reassessment of the work by the instructor who assigned the grade. The request for a rereading or reassessment must be made in writing within 30 days of the grade being released on ACORN. The instructor shall reread the written work or reassess the non-written work, and discuss it with the student, explaining the reasons for the grade in writing, within 30 days of receiving the request for rereading or reassessment.
2. The instructor should apply, as nearly as possible, the same standard on the reread or reassessment as he/she applied originally. The purpose of the reread or reassessment is to provide clarification and context to the grade assigned. The instructor should change a grade only if he or she is convinced that it is wrong. An instructor may change a grade only by increasing it. Where an instructor decides to change a grade, the instructor shall submit the new grade to the college dean or principal for approval prior to communicating the new grade to the student.
3. If a student has made reasonable efforts to request a rereading or reassessment of his/her work and has been unable to make contact with the instructor or if the instructor has not provided timely and relevant comments, then the student may contact the DMin Director, either to

facilitate obtaining the instructor's comments within the prescribed timeframe, to extend the deadline or, failing that, the DMin Director may decide that the appeal proceed directly to the second reader.

4. If the student does not feel that sufficient explanation has been given for the grade, or if the student is not satisfied with the new grade given by the instructor, the student may submit an appeal to the TST Registrar's Office. The appeal must be accompanied by written grounds and must be submitted in writing *within 30 days of the date on which the instructor communicated to the student the outcome of his/her reread or reassessment*.

#### Appeals relating to non-written work

1. Where the appeal is taken from a grade based on non-written work, the appeal shall go directly to the Academic Appeals Committee. The Academic Appeals Committee shall have before it any submissions from the student and instructor relating to the appeal of the assessment (the "assessment record").

#### Second Reader Assessment for Grade Appeals Based on Written Work

1. Where the appeal is of a grade based on written work, the DMin Director shall arrange for an assessment of the written work by a second reader, chosen by DMin Director after consultation with both the instructor and the student. The second reader shall have appropriate expertise in the subject matter of the written work. The DMin Director, shall give the student's written reasons for the appeal to the second reader and a copy shall be provided to the Instructor. The DMin Director shall also give the instructor's written explanation of the grade to the second reader and a copy shall be provided to the student.
2. When reviewing the written work, the student's written reasons for the appeal and the instructor's explanation of the appeal (the "grade appeal record"), the second reader shall apply the standard of whether a reasonable marker could have reached the same conclusion as the instructor did in the same circumstances. In applying the standard, the second reader may consider other materials relating to the course, such as the written work of other students, and the course outline in the syllabus. The second reader shall render a recommendation on the written work within 30 days of receiving the grade appeal record.
3. If, after reviewing the grade appeal record, the second reader decides that a reasonable marker could not have reached the same conclusion, the second reader shall recommend a grade for the written work that he or she believes a reasonable marker would have assigned. A second reader may recommend a change of grade by either increasing or decreasing it. The second reader shall give reasons for his/her decision, either to affirm or change the grade, for approval to the DMin Director. The DMin Director shall assign the final grade.

#### **A11.3.3 Disputed Decision of the Supervisory Committee, General Examinations Committee, or Thesis Supervisory Committee (Except for Decisions Made by the CSM Admissions Committee)**

In respect of the matters named in this regulation, the student has recourse first to the DMin Director, and initiates the appeal by letter at Step 2. The DMin Director, at his/her discretion, may refer to the matter to the GCTS Director for review. 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 Academic Appeals Committee (following the procedure outlined in §A11.5).

#### **A11.3.4 Appeal of Extensions (Courses, Program, Examinations)**

The student may appeal the decision regarding extensions to courses, examination timelines, or program extensions. The appeal is directed according to the steps 1 and 2, with final recourse being an

appeal to the Academic Appeals Committee (following the procedure outlined in §A11.5). At Step 2, the DMin Director, at his/her discretion, may refer to the matter to the GCTS Director for review.

#### **A11.3.5 Disputed Evaluation of a Thesis**

The student may only appeal the evaluation of a thesis or final oral examination to the Academic Appeals Committee at Step 3 (following the procedure outlined in §A11.5).

#### **A11.3.6 Timelines**

The student must begin the process of appeal within thirty days of having received written notification of the ruling, evaluation, or grade in question. If the appeal is to the GSC Academic Appeals Committee, a written response should be provided within sixty calendar days.

#### **A11.3.7 Right of Appeal to the UofT Academic Appeals Committee**

All conjoint degree 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 at

[http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

### **A11.4 Academic Appeals Committee**

The GSC Academic Appeals Committee hears academic appeals from TST graduate (AD) students. It has power to issue the final decision. Conjoint degree students have the right to appeal to the Academic Appeals Committee of the Governing Council of the University of Toronto (§A11.3.7).

#### **A11.4.1 Membership**

The Director, GCTS shall recommend the membership of the Academic Appeals Committee to the GSC for approval. The Academic Appeals Committee consists of three persons: one faculty member of the GSC, a UofT faculty member, and a graduate (AD) student. The GSC faculty member will serve as Chair of the GSC Academic Appeals Committee. In addition, the GSC should identify at least one alternate member for each individual on the committee. Alternate members may be appointed by the Director, GCTS, or designate, in situations where a conflict of interest has been identified or where a regular member is unable to serve. Student members and alternates are identified in consultation with the TST Graduate Students' Association. The TST Registrar is a non-voting member who serves as Secretary. Faculty members are typically appointed for two-year terms, while students are typically appointed annually.

The Academic Appeals Committee's decisions are made by a simple majority of the three voting members of the committee. In other words, the decision does not have to be unanimous. The Chair has a vote. In the event of a non-unanimous decision, the Chair will release a majority decision, accompanied by a dissenting opinion.

### **A11.5 Procedures for TST Appeals**

#### **A11.5.1 Initiation of the Appeal**

The student (or former student qualified under §A11.1) initiates the appeal by filling in the form provided online at <https://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; a 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 [www.viceprovoststudents.utoronto.ca/publicationsandpolicies/rights-andresponsibilities.htm](http://www.viceprovoststudents.utoronto.ca/publicationsandpolicies/rights-andresponsibilities.htm)).

Any party to an appeal may, at his/her expense, be represented by counsel or other agent at any stage of the appeal process.

In the case of a matter under §§A11.3.2-4, the appeal must be received by the TST Registrar within three months of the appellant's receipt of notification of the decision made at Step 2. In the case of a matter under §A11.3.5, the appeal must be received by the TST Registrar within three months of the date of the final oral examination.

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.

#### **A11.5.2 Right of Withdrawal**

The student may withdraw the appeal at any time.

#### **A11.5.3 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 non-response.

#### **A11.5.4 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.

#### **A11.5.5 Acknowledgment of Receipt**

Within ten business 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.

#### **A11.5.6 Response of Interested Parties**

Within 10 business days of the receipt of the confirmed 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. The Respondent(s) 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. Following receipt of the Respondent's response, the Appellant has a further 30 days in which to provide a reply response. If the Appellant will not be submitting a reply, the Appellant will notify the Registrar. Once the hearing date has been scheduled (see §A11.6.2 below), any other submissions are due at least 10 days prior to the date of the scheduled hearing. A11.5.7 Offering alternative resolution If at any time, the parties consent to resolution outside of the formal hearing



process, the TST Director shall facilitate a resolution of the dispute on consent of the parties. If a resolution is reached, the appeal will be treated as withdrawn.

### **A11.6 Hearing**

#### **A11.6.1 Purpose**

The purpose of the hearing is to assist the GSC 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.

#### **A11.6.2 Arrangement of the Hearing**

If the matter has not otherwise been resolved without a hearing in accordance with §A11.3, and once the TST Registrar has received responses from all interested parties under §A11.5.6 (or when the deadline for responses has passed) and a reply from the Appellant (if one is forthcoming), the TST Registrar arranges a hearing of the matter before the GSC 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 all of the appeal materials.

#### **A11.6.3 Procedures for the Hearing**

- The Chair decides all procedural matters.
- All hearings are open. Due to space constraints, the Registrar may request that interested members of the public confirm their attendance prior to the hearing.
- The Chair will explain the procedures at the hearing and the expected timeframe (appeals are usually allocated three hours).
- 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.

#### **A11.6.4 Disposition**

The GSC Academic Appeals Committee may:

- send a decision back to the decision-making person or body for reconsideration to correct a procedural flaw or to address new information presented at the hearing that was not available to the prior decision-maker at the time the decision was made;
- take any action that was available to the person or decision-making body at the time it considered the petition; or
- deny the appeal.

#### **A11.6.5 Decision**

The decision of the GSC Academic Appeals Committee is final and the GSC Academic Appeals Committee has power to issue the decision. The Chair of the GSC Academic Appeals Committee will communicate the decision in writing within thirty days to the appellant and the respondent. The letter accompanying

the decision from the Registrar will remind the appellant of the right of further appeal. A conjoint degree student has the right to appeal to the Academic Appeals Committee of the Governing Council of the University of Toronto. (See §A11.3.7.)

#### **A11.6.6 Further Reporting**

The TST Registrar will communicate the decision to the DMin Director, (or Director, TST).

## **A12. POLICIES & GUIDELINES**

### **A12.1 TST Assessment and Grading Practices Guidelines**

The regulations below set out the principles and key elements that should characterize the assessment and grading of student work in for-credit programming in graduate conjoint degree programs. The purpose of these regulations is to ensure:

- that assessment and grading practices across the TST are consistent and reflect appropriate academic standards;
- that student performance is evaluated in a manner that is fair, accurate, consistent, and objective and in compliance with these academic standards;
- that the academic standing of every student can be accurately assessed even when conducted in different colleges of TST.

#### **A12.1.1 Disclosure of Method(s) of Evaluation of Student Performance**

At the start of each course the instructor shall make available to the class in the course syllabus the methods by which student performance shall be evaluated. This will include whether the methods of evaluation will be essays, tests, class participation, seminar presentations, examinations, etc.; the relative weight of these methods in relation to the overall grade; and the timing of each major evaluation. In graduate courses, there is no requirement for term work to be returned before the last date for withdrawal from the course without academic penalty. However, if no work is to be returned by this date, this shall be made clear in the course syllabus.

#### **A12.1.2 Changes to the Method of Evaluation**

Once the methods of evaluation have been made known in the course syllabus, the instructor may not change them or their relative weight without the consent of a simple majority of students enrolled in the class, provided the vote is announced no later than in the previous class. Any changes must be reported to the college dean or principal.

#### **A12.1.3 Types of Assessments**

In graduate courses, there is no requirement for multiple assessments. However, if any one essay, test examination, etc., has a value of more than 80% of the grade, this must be made clear in the course syllabus. If participation forms part of the final grade it must not constitute more than 20%.

#### **A12.1.4 Access to Commentary on Assessed Term Work**

Graduate students will have access to commentary on assessed term work and the opportunity to discuss the assessment with the instructor.

#### **A12.1.5 Consequences for Late Submission**

Instructors are not obliged to accept late work, except where there are legitimate, documented reasons beyond a student's control. In such cases, a late penalty is normally not appropriate. Where an Instructor accepts and applies penalties to late assignments, this shall be set out clearly in the course syllabus.

### **A12.1.6 Final Grades**

Final grades in graduate courses shall be recommended by the instructor, using the approved TST grading scales (see General Regulations, §A7.8), to the college dean or principal, in accord with each college's established procedures. The college dean or principal is responsible for overseeing the general consistency of grading procedures within their college. Final grades for courses are reviewed and approved by the dean or principal according to college review procedures.

### **A12.2 Research Ethics**

Students who conduct research involving human subjects must receive appropriate approval from the UofT Research Ethics Board (REB) before commencing their research. Students must contact the DMin Office for procedures regarding such ethics approvals. See also Research Involving Human Subjects on the SGS website.

### **A12.3 Policy on Academic Sanctions for Students Who Have Outstanding Obligations to TST, its Member Colleges or the UofT**

Academic sanctions are applicable to any student who has an outstanding obligation to the TST, its member colleges or UofT. Recognized obligations are as follows:

1. tuition fees;
2. academic and other incidental fees;
3. residence fees and other residence charges;
4. library fines;
5. bookstore accounts;
6. loans made by colleges, TST, or UofT;
7. health service accounts;
8. unreturned or damaged instruments, materials and equipment;
9. orders for the restitution, rectification, or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

The following academic sanctions will be imposed on students who have outstanding recognized financial obligations to the TST or its member colleges:

1. Statements of results or official transcripts of record or both will not be issued.
2. The member colleges will not release nor confirm the official document (called the parchment) which declares the degree earned, nor provide oral confirmation or written certification of degree status to external enquirers. Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program.
3. Registration will be refused to a continuing or returning student. Payments made by continuing or returning students shall be applied first to outstanding TST, UofT or member college's debts, and second, to current fees.

The full text of the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations is available on the UofT website at

[http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

### **A12.4 Code of Behaviour on Academic Matters**

Every DMin student registered in the TST or in one of the participating colleges is subject to the disciplinary jurisdiction of the UofT in respect of academic matters including plagiarism, forging of academic documents and cheating on examinations or papers, and is subject to UofT's *Code of*

*Behaviour on Academic Matters.* The *Code of Behaviour on Academic Matters* addresses the responsibilities of all parties to the integrity of the teaching and learning experience. It concerns the accountability of faculty members and students as they cooperate in all phases of this relationship. Honesty and fairness must inform these activities, the foundation of which is mutual respect for the aims of education and for those ethical principles which characterize the pursuit and transmission of knowledge within the UofT, TST and its member colleges.

The code addresses offences, procedures, and sanctions; more information appears in three appendices within the document. The code is enforced by college Deans and Principals, the Provost, and the University Disciplinary Tribunal.

The full text of the Code of Behaviour on Academic Matters is available on the UofT website at [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

A record of cases disposed under Section C.i. (a) (Divisional Procedures) of the Code of Behaviour, and of the sanctions imposed, shall also be sent to the DMin Director and GCTS Director.

#### **A12.5 Policy and Procedures: Sexual Harassment**

All members of the TST community should have the ability to study, work, and live in a campus environment free from sexual violence, including sexual assault and sexual harassment. To guard against sexual violence and harassment, the Governing Council of the University of Toronto has approved the Policy on Sexual Violence and Sexual Harassment. Students must contact their college of registration or TST concerning the application of this policy to TST students, faculty and staff.

The full text of the Policy on Sexual Violence and Sexual Harassment is available at [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

#### **A12.6 Code of Student Conduct**

Students have an obligation to make legal and responsible decisions concerning their conduct. The TST and its member colleges have no general responsibility for the moral and social behaviour of its students. In the exercise of its disciplinary authority and responsibility, the TST recognizes that students are free to organize their own personal lives, behaviour, and associations subject only to the law and to TST regulations that are necessary to protect the integrity and safety of TST's activities, the peaceful and safe enjoyment of university housing by residents and neighbours, or the freedom of members of the TST to participate reasonably in the programs of the TST and its member colleges and in activities in or on the TST and TST college premises.

In the application of the Code of Student Conduct in TST colleges, 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. In situations where TST Member Institutions have existing community standards, TST will consult with the UofT's Office of the Vice-Provost Students concerning the appropriate application of the Code of Student Conduct, their existing community standards, or some combination of the two.

Non-academic offences are defined in the University's Code of Student Conduct. The code addresses offences, procedures, interim conditions and measures, and sanctions.

The full text of the Code of Student Conduct is available on the UofT website at [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

**A12.7 Access to Official Student Academic Records**

Academic records of students are ultimately the property of the college. It is the responsibility of the college, in consultation with the University, to establish overall University policy in this area. The Guidelines Concerning Access to Official Student Academic Records establishes University-wide aims, objectives, criteria, and procedures that apply to the academic records of students.

The guidelines ensure that students, alumni, and former students are allowed as great a degree of access to their own academic records as is academically justifiable and administratively feasible. A student's right to privacy in relation to his/her academic records is safeguarded as far as both internal college or UofT access and external public access are concerned. The guidelines call for basic UofT-wide consistency in the kinds of information collected, recorded, filed, and made available.

The full text of the Guidelines Concerning Official Access to Student Academic Records is available on the UofT website at [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

**A12.7.1 Refusal of Access to Official Student Academic Records**

The student's college of registration will withhold access to statements of results and transcripts of students, alumni, and former students who have outstanding debts or obligations to the college, TST or UofT in accordance with general norms of the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations (§A12.3). The college will not release the official parchment to such persons nor will it provide written or oral certifications of degree on their behalf.

**A12.8 Transcript Policy**

This policy sets out the principles that underpin the TST colleges' and UofT's understanding of its official academic transcript and to describe the minimum information that the transcript must include. The academic transcript is the primary, official, consolidated record of a student's academic performance and achievement.

- The transcript should reflect academic history only.
- The transcript should be a meaningful reflection of the student's academic activity and achievement.
- The transcript must provide the reader with the information required to interpret the transcript.

Only the TST College of the student's registration will issue an official transcript. The UofT does not issue transcripts to TST students for TST degrees.

**A12.9 Policy on Official Correspondence with Students**

The TST, its member colleges, the UofT and its divisions may use the postal mail system and/or electronic message services (e.g., electronic mail and other computer-based online correspondence systems) as mechanisms for delivering official correspondence to students. Official correspondence may include, but is not limited to, matters related to students' participation in their academic programs, important information concerning the TST and program scheduling, fees information, and other matters concerning the administration and governance of the TST.

**A12.10 Postal Addresses and Electronic Mail Accounts**

Students are responsible for maintaining and advising the TST, its member colleges and the University – via the University's student information system (ACORN) – of 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.

Failure to do so may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the TST or its member colleges.

#### **A12.10.1 Rights and Responsibilities Regarding Official Correspondence**

The UofT provides centrally supported technical services and the infrastructure to make electronic mail and/or online communications systems available to TST conjoint degree students. TST correspondence delivered by electronic mail is subject to generally accepted norms on public information, privacy, and records retention requirements and policies as are other TST correspondence and student records. The University's expectations concerning use of information and communication technology are articulated in the guidelines on Appropriate Use of Information and Communication Technology, available on the website of the Office of the Vice-President and Provost at <http://www.provost.utoronto.ca/policy.htm>.

#### **A12.10.2 Students' Rights and Responsibilities Regarding Retrieval of Official Correspondence**

Conjoint degree students are expected to monitor and retrieve their mail, including electronic messaging account(s) issued to them by the UofT, on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students have the right to forward their UofT-issued electronic mail account to another electronic mail service provider address but remain responsible for ensuring that all UofT electronic message communication sent to the official UofT-issued account is received and read.

The full text of the Policy on Official Correspondence with Students is available on the UofT website at [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

#### **A12.11 Policy on the Framework on Off-Campus Safety**

In the normal course of University-related life, TST members may participate in a wide range of activities taking place at locations away from the TST and UofT campuses. Some of these activities include field research, field placements, and internships. The Policy on the Framework on Off Campus Safety is designed to provide TST staff and faculty involved in the planning and execution of TST-related off-campus activities with a set of core planning principles with respect to safety.

The full text of the Policy on the Framework on Off-Campus Safety is available on the UofT website at [http://www.governingcouncil.utoronto.ca/Governing\\_Council/policies.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/policies.htm).

Students are also encouraged to review the Guidelines for Safety in Field Research produced by the Office of Environmental Health and Safety at <https://ehs.utoronto.ca/field-researchsafety/>.

#### **A12.12 Statement on Appropriate Use of Information and Communication Technology**

The UofT provides guidelines on the appropriate use of information and communication technology (ICT) within the University and TST communities. ICT resources are made available for all employees, students, and other members of the University community, but remain the property of the University. Users are expected to limit their use to the performance of TST-related activities, although a reasonable allowance will be made for personal use. Users should not have an expectation of complete privacy in using the University's ICT and related services.

The full text of the Appropriate Use of Information and Communication Technology is available on the Provost's website at <http://www.provost.utoronto.ca/policy.htm>.

#### **A12.13 Statement on Human Rights**

Acknowledging its fundamental and distinctive commitment to freedom of thought, inquiry, and expression, the TST affirms its commitment to the values of equal opportunity, equity, and social justice. In this affirmation, the TST:

1. acknowledges that it conducts its teaching, research, and other activities in the context of a richly diverse society;
2. recognizes that the attainment of excellence in pursuit of its mission is furthered by the contribution made by persons reflecting this rich diversity;
3. acts within its purview to prevent or remedy discrimination or harassment on the basis of race, gender, sexual orientation, age, disability, ancestry, place of origin, colour, ethnic origin, citizenship, creed, marital status, family status, receipt of public assistance, or record of offence;
4. acts conscientiously in keeping with its own policies and existing legislation related to human rights, such as its Code of Behaviour on Academic Matters, Code of Student Conduct, Policies and Procedures: Sexual Harassment, and the Human Rights Code of the Province of Ontario.

#### **A12.14 Doctoral Theses**

##### **A12.14.1 Paper and Printing**

Essays for courses and seminars and Thesis Proposals must be printed from a word processing file in double spaced format on good quality white paper. Theses are to be printed double-sided from a word-processing file on good quality white paper with a laser or laser-quality printer. (See §D11.1.1.)

##### **A12.14.2 Style Regulations**

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* (9th ed.; Chicago: University of Chicago Press, 2018). 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." Final TSpace submission must adhere to the requirements of the *Electronic Thesis & Dissertation Manual* and "Thesis template" provided on the TST website: <https://www.tst.edu/academic/thesis-submission-convocation-information>. See also the guidelines for unbiased language on the University website (go to <http://advice.writing.utoronto.ca/revising/unbiased-language/> and follow the links). TST supports the policy of inclusive language and urges the use of inclusive language in all academic assignments.

##### **A12.14.3 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.

### **A13. GRIEVANCES**

Section pending update and approval of TST Board of Trustees. Please contact the DMin Office at 416-978-6754 for up-to-date information.

## **A14. FEES AND FINANCIAL SUPPORT**

### **A14.1 Schedule of Fees**

A schedule of tuition fees is published annually by TST on its website in annually in the spring. (<https://www.tst.edu/academic/financial-information/current-tuition-fees>). Each college establishes its own additional ancillary and incidental fees.

### **A14.2 Fees and Registration**

Students are informed of fees payable online through ACORN (<https://www.acorn.utoronto.ca/>). Details on the acceptable forms of payment of fees can be found on the Student Accounts website. Students are considered to be registered as soon as they have paid academic and incidental fees or have an approved request to register without payment in place. By virtue of being registered, a student thereby agrees to abide by all of the academic and non-academic policies, rules, and regulations of the TST and the member college in which the student is registered.

### **A14.3 Academic Fees Structure**

The DMin program is assessed on a program basis. A degree program is defined on a sessional basis and the full fee is charged regardless of the number of courses taken. All DMin students are admitted into the program with a defined program length (see General Regulations, §A6.3 Program Length). This period establishes the minimum degree fee that must be paid before graduation.

### **A14.4 Degree Fees**

#### **A14.4.1 Minimum Degree Fee, MA program**

Does not pertain to the DMin program.

#### **A14.4.2 Minimum Degree Fee, DMin program**

The minimum degree fee for the DMin is the fee associated with one year (three sessions) of full-time studies and represents the minimum amount of tuition that every DMin student, regardless of registration status or option, must pay upon completion of the program prior to graduation. All students are subject to tuition and fees for each session and year of registration, including sessions following the defined program length, until the program is completed.

**Degree students:** The DMin Office-approved transfer of graduate academic credit (§A7.14.2) does not alter or reduce the required minimum degree fee for the DMin program.

#### **A14.4.3 Full-Time Student Fee**

The full-time student fee is the fee charged to a full-time student. See also: §§A14.4.2 and A14.4.1. Minimum Degree Fee above; and §A14.4.13 Fees for Students on Extension, below, regarding fees for DMin students on program extension.

The tuition and incidental fees for the full academic year (Summer, Fall and Winter) is split and is billed equally in the Summer and Fall for DMin students.

#### **A14.4.4 Summer Students**

Does not pertain to the DMin program.

#### **A14.4.5 Part-Time Degree Students**

Does not pertain to the DMin program.



**A14.4.6 Special Students**

Does not pertain to the DMin program.

**A14.4.7 Fees for International Students**

In accordance with the regulations of the Ontario government, certain categories of international students are charged academic fees equal to those for Canadian citizens and permanent residents.

If an international student's status in Canada changes during a session, exemption from the higher fees may be granted. The fees will be adjusted in the current session, provided the status change occurs before June 1 for the Summer Session or before November 1 in the Fall session. Status changes with supporting documents must be reported to the TST College of registration prior to the above deadlines. See also: §A14.4.13 Fees for Students on Extension below; and §A14.4.2 Minimum Degree Fee above.

**A14.4.8 Incidental Fees**

Compulsory incidental fees may be charged by each TST college

**A14.4.9 Service Charges**

All outstanding fees, regardless of the source of payment, are subject to services charges established by their college of registration and/or UofT.

**A14.4.10 Late Registration**

Any student registering after the last date to add a course as specified in the Sessional Dates Calendar will be required to pay a late registration fee, as established by their college of registration.

**A14.4.11 Master's Students**

Does not pertain to the DMin program.

**A14.4.12 Fees for Final-Year Doctoral Students**

Does not pertain to the DMin program.

**A14.4.13 Fees for Students on Program Extension**

All full-time graduate students on program extension, both domestic and international, will be registered as full-time students and charged reduced tuition fees, as stated on the approved tuition fee schedule, during each year of extension. Students will also pay the relevant incidental, and ancillary fees.

**A14.4.14 Reinstatement Fees**

Reinstated students in programs requiring continuity of registration must pay a reinstatement fee equivalent to the academic fee owing for any session(s) in which they did not register, including program extension session(s), as well as the appropriate fee for the current year. Academic fees charged for sessions before the time limit will be assessed at 100% of the annual academic fee according to the program delivery option (full-time) and student status (domestic or international), plus full-time incidental and ancillary fees and the University Health Insurance Plan (UHIP), if applicable.

Also see General Regulations, §A7.1.8 Failure to Register.

**A14.4.15 Outstanding Fees and Charges**

See General Regulations, §A12.3 Policy on Academic Sanctions for Students Who Have Outstanding Obligations to the TST, its Member Colleges or the UofT.

**A14.4.16 Receipts for Income Tax**

The UofT produces Tuition Fee Certificates to eligible students. The certificate is available for viewing and printing on ACORN. Paper copies are not mailed to students. The printed copy is acceptable for the purpose of filing the student's income tax return. This date will be posted on the Student Accounts bulletin board in early February, and an email notification will be sent to the UTOR email addresses of students who are registered in the Winter session and has a debit or credit account balance.

**A14.4.17 Transcripts**

Each TST college has its own on policies and fees for the issuing of transcripts. Neither the TST, the DMin Office, nor the UofT issue student transcripts for TST degree programs, nor provide copies of any admission materials.

**A14.5 Financial Support****A14.5.1 Graduate Funding & Awards**

The TST colleges provide various scholarships and bursaries, as communicated on their own websites.

**A14.5.2 External Awards**

Does not pertain to DMin program.

**A14.5.3 TST Board Scholarships**

TST offers a number of bursaries and scholarships to both domestic and international students. For more information on the TST awards, visit the TST website.

**A14.5.4 Awards for Non-Canadians**

International students are encouraged to apply for all possible funding opportunities in their home country.

**A14.5.5 Other Funding Sources**

Some colleges hire teaching or research assistants conducting tutorials, grading essays and exams, and acting as a resource for basic (second-entry undergraduate) students. Each TST college has its own established policies and procedures.

**A14.5.6 Ontario Student Assistance Program (OSAP)**

The federal and provincial governments provide financial support to qualified students who are Canadian citizens or permanent residents of Ontario. The loan amount depends on your calculated financial need. Students can apply online at <https://www.ontario.ca/page/osapontario-student-assistance-program>.

**A14.5.7 Emergency Assistance**

Does not pertain to the DMin program.

## **D. DEGREE REGULATIONS: Doctor of Ministry (DMin)**

### **D1. GENERAL DESCRIPTION OF THE DMIN PROGRAM**

The conjoint Doctor of Ministry (DMin) program is a professional graduate degree set in an ecumenical and multidisciplinary context directed toward excellence in the active engagement of ministry. The DMin is intended to provide advanced study for persons who are already engaged in the practice of ministry in its varied forms. In practical terms, the emphasis of the program is on advancing personal, professional, and theological integration in order to help the participants achieve a high level of competency in the practice of ministry and its theoretical underpinnings. The program distinguishes itself by seeking to integrate theory and praxis. Therefore, DMin students are required to continue in the practice of ministry while studying within an interdisciplinary framework and by the unique ecumenical context provided by the TST.

#### **D1.1 Program Features**

The distinctive features of the DMin program include the following:

- It fosters research projects supporting reflection on enhanced ministry practice in Christian contexts. The theological inquiry of other faith communities and contexts may also be supported.
- The program stresses collaborative learning among each entering cohort of students, with scholarly interchange across the traditional sub-disciplines of pastoral ministry (parish and congregational leadership, religious education, preaching, worship, pastoral care, hospital chaplaincy, and other forms of ministerial leadership), and critical reflection on the practice of ministry with others who are involved in the ministry context.
- Courses, seminars, research projects related to the practice of ministry and its theological underpinnings are encouraged.
- The program gives focused attention to issues method in research with human participants.

#### **D1.2 General Areas of Study**

TST's graduate faculty have specializations in a wide variety of areas of study. Prospective DMin students will identify topics that connect with faculty in specializations within or across these areas:

- The practical study of the critical integration of biblical, historical, pastoral, and theological disciplines in dialogue with the practice of ministry in its particular context.
- The practical study of the Christian faith and ministry in its relations with wider social and cultural contexts (social ethics; aesthetics; cultural studies; contextual theology; religion in the public sphere; comparative theology; and inter-faith dialogue).
- The practical study of ecclesiastical practices (liturgy, homiletics, education and formation, pastoral care, spirituality), pastoral and other religious leadership, and the social organizations in which these occur (such as congregations, faith-based organizations, ecclesial bodies, and ecumenical and interfaith organizations).
- Although Christian studies are at the core of TST's mission, prospective students may choose to frame research topics in the context of other faiths.

#### **D1.3 Time-Frame**

The program is designed so that it can be completed in four years; all requirements must normally be completed within six years from first enrolment. The formally defined timeframe for progress through the program is as follows:

**Year 1**

May – August

- TSM5020H – Contextual Theology and Theological Reflection

September – December

- First elective course; Individual Learning Plan (ILP)

January – April

- Second elective course; first MBG Report

**Year 2**

May – August

- TSM5021H – Theology of Ministry

September – December

- Third elective course

January – April

- Fourth elective course; registration for Comprehensive Exam; second MBG Report

**Year 3**

May – August

- TSM5022H – Qualitative Research and Design

September – December

- Comprehensive Exam; Thesis Proposal

January – April

- Research Ethics Board (REB) approval; Thesis Research

**Year 4**

May – April

- Thesis Research & Writing; Final Oral Examination

**D1.4 Achieving Candidacy**

Once the Thesis Proposal has been approved (and all other program requirements have been met, except for the thesis itself), the student will be said to have achieved Candidacy. (See General Regulations, §A8.5.)

**D1.5 Satisfactory Progress**

Students are expected to complete the components of their degree requirements in a timely manner. DMin Committees are required to review, assess, and report to the DMin Office on this matter through evaluation forms. Approval forms are to be sent to the DMin Office upon completion of program requirements (see General Regulations, §A8.5.2). TST Colleges require timely completion of annual program requirements as conditions for the awarding of scholarships and bursary awards. Satisfactory progress also includes fulfilling stipulated annual Ministry Base Group reports and the submission of an approved ILP.

**D2. ADMISSION REQUIREMENTS****D2.1 A Personal Statement and Selected Bibliography**

Applicants must submit a statement not exceeding 800 words, on the following:

- thoughts on the theory and practice of Christian ministry including goals, objectives, and rationale for ministry;
- thoughts on the present and future needs of the church as it ministers in changing social, economic, and political contexts;
- description of research interests and reasons for applying to the DMin program, including TST Graduate faculty with whom the applicant may study;
- future plans for the applicant's practice of ministry. Applicants are also required to submit a 1 page selected bibliography of their current readings in theology or other fields related to their practice of ministry and research interest.

## **D2.2 Prerequisite Degrees**

An applicant is required to have a baccalaureate degree (or its equivalent) from an accredited institution, and a Master of Divinity degree accredited by the Association of Theological Schools (ATS), or its equivalent, with at least B+ (3.3/4.0 CGPA) standing, or equivalent. 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 TST reserves the right to determine whether or not credentials of other degree-granting institutions meet the standards for its admissions programs. (See General Regulations, §A3.1 Procedures for Application.)

## **D2.3 Practice of Ministry**

Students applying to the program are required to provide evidence of:

1. A minimum of three years' experience in the practice of ministry following the MDiv degree or its equivalency.
2. Engagement in a ministry (normally full-time), which will serve as the ministry base during this period of advanced professional study. In some cases, as long as there is an explicit written contract and the individual's engagement in the practice of ministry is supported, then 'engagement in ministry' may cover both paid and voluntary positions.

## **D2.4 Evidence of Facility in English**

See General Regulations, §A5.5 English Language Proficiency Tests.

## **D2.5 Letters of Reference**

Two academic letters of reference are required from faculty members who taught the applicant in the institution from which they received their MDiv (or equivalent degree). The DMin Office does not provide a letter of reference form but asks that referees write a letter in which they comment candidly on the applicant's qualifications to pursue and complete graduate studies. References issued to students or photocopies will not be accepted.

## **D2.6 Writing Sample**

All DMin applicants must submit an academic writing sample (between 15-20 pages) as part of their application, demonstrating independent research and writing ability. This should be submitted as a PDF document to the DMin Office as part of the online application.

## **D2.7 Other Application Documentation**

### **D2.7.1 Denominational or Institutional Letter of Support**

All DMin applicants must submit a denominational or institutional letter of support from an appropriate official in the applicant's diocese, religious order, presbytery, conference, or institution. They must

declare full recognition of the applicant's intention to enter the DMin program and be aware of what the program requires (e.g., 4-5 years of study, on average, until completion of the program, beginning with a one-week residential in the spring and one two-week residential for three successive summers thereafter; in addition, continued self-study and peer collaboration throughout the duration of the program).

#### **D2.7.2 Ministry Base Group (MBG) Letter of Support**

Separate to §D2.7.1 All DMin applicants must submit a Ministry Base Group (MBG) letter of support from a person in the applicant's intended ministry base. This individual agrees to assist in the formation of a ministry base in the church or institution in which the applicant's ministry will be located for the duration of the program and serves as the chair of the MBG. The MBG exists to support the applicant through the essential components of the DMin program.

#### **D2.7.3 Curriculum Vitae**

A brief two- to three-page curriculum vitae may be submitted by all applicants.

### **D3. PROCEDURES FOR APPLICATIONS FOR ADMISSION**

#### **D3.1 Administration**

Applications for admission are administered by the DMin Office. Decisions on applications are made by the CSM Admissions Committee. (See General Regulations, §A3)

#### **D3.2 College Approval**

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

#### **D3.3 Deadlines**

An application for admission into the DMin program, including all supporting documentation, must be received by the deadline stated on the online application page. TST may initiate a second round of admissions in early January, and may accept applications if space permits. Applicants should consult the website for the annual deadline dates.

#### **D3.4 Offers of Admission**

Offers of admission are typically sent out in mid December, with responses from applicants required by a date stipulated in the offer of admission.

##### **D3.4.1 Financial Assistance**

Scholarships and other forms of financial assistance are administered by the participating colleges. (See General Regulations, §A14.5 Financial Support.)

##### **D3.4.2 Criteria for Decisions on Admission**

After determining that an applicant meets the minimum requirements for admission to the DMin program, the CSM Admissions Committee will base decisions about admission on the following additional criteria:

- 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 graduate study as attested in the letters of reference.
- The quality of the applicant's personal statement and selected bibliography.
- The availability of qualified faculty resources in the applicant's proposed area of research.
- Evidence that the applicant is likely to complete the program.

### **D3.4.3 Offers of Admission**

The CSM Admissions Committee may decide: (a) to approve the application and offer admission; (b) to seek further information (to defer consideration); (c) place the applicant in a “waiting pool” (with the possibility of a later admission offer, space permitting); or (d) to decline the application. The DMin Office will inform the applicant of the admissions decision, with a copy of the letter being sent to the college. An offer of admission will indicate the conditions (if any) that have been attached to the applicant's admission.

### **D3.5 Acceptance by the Applicant**

After receiving an offer of admission, the applicant must accept it by the date stipulated in the letter. If the applicant accepts the offer of admission, his/her 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. The acceptance of the offer of admission must be sent to the DMin Office by the stated deadline.

### **D3.6 Deferral of Matriculation (Registration)**

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 re-apply for admission into the program.

### **D3.7 Withdrawing Offers of Admission**

Where an applicant fails to respond to an offer of admission by the date stipulated, or without notice fails to register at the time stated in the offer of admission, or does not fulfill their admission conditions, the offer of admission is rescinded.

### **D3.8 Request for Reconsideration**

An applicant may request the reconsideration of a decision by the CSM Admissions Committee. Such a request must be made by the applicant in writing to the DMin Office in a letter emailed, delivered or postmarked within thirty calendar days of the date of the communication of the decision by the DMin Office. The request must state in full the grounds for the request. The CSM Admissions Committee will consider the request and make a determination at its next meeting. Decisions made by the CSM Admissions Committee concerning admission and related matters are not subject to appeal.

### **D3.9 Fulfilment of Conditions**

Applicants who are offered admission pending receipt of final transcripts must arrange for official copies of all their transcripts to arrive in the DMin Office before the deadline stated in their offer letter. If final transcripts do not indicate that the expected degree has been conferred, official documentation must be submitted by the same deadline indicating the student has satisfied all degree requirements to graduate and the date of degree conferral. Only after all the official transcripts have been received will the DMin Office certify the student, to the TST College of Admission, as eligible to register. Applicants not fulfilling this condition by the deadline indicated in their offer of admission letter will have their offer of admission rescinded.

**D3.10 Limitation**

Admission to the DMin program is admission to begin coursework in the residential stage of the program. The TST does not guarantee to maintain a place for the candidate in the program. A student who is deemed not qualified to continue in the program will be asked to withdraw or will have their registration terminated.

**D4. SUPERVISORS AND SUPERVISORY COMMITTEES**

The approval of supervisors and establishment of student all DMin Committees should be read in conjunction with the General Requirements listed in General Regulations, §A8.5 Doctoral Student Candidacy and §A9 Graduate Student Supervision.

**D4.1 Admissions Advising**

The potential student's first contacts with the TST are usually with the TST DMin Administrator, the DMin Director, with a College Graduate Director or a TST faculty member, all of whom can offer advice on admissions and programs at TST. At the time of application to the program, students indicate in their "statement of intent" potential faculty with whom they share common research interests. Based on this statement and the identification of faculty resources by the student, in the offer of admission the CSM Admissions Committee confirms an initial College Faculty Advisor with the support of the student's College of Registration. This Advisor can assist students by helping answer any questions regarding the program and admission, and will discuss the selection of other faculty to comprise the student's Committees.

**D4.2 Individual Learning Plan (ILP) Committee**

At the start of DMin studies an ILP Committee will be established for each incoming student. This committee is usually composed of the College Faculty Advisor, whose interests may or may not reflect the student's prospective areas of scholarly research, and the DMin Director. The members of the ILP Committee is assigned at admission. In late September or early October, after completion of the first core course, each DMin student will meet with the designated committee to present their Individual Learning Plan (ILP). The purpose of this meeting is to prepare a plan of study for the student. Recommendations from this meeting must be submitted using the proper form to the DMin Office by the last day to add courses for the fall semester (see "Key Academic Dates" at [www.tst.edu](http://www.tst.edu)). If the ILP Committee must meet at a later date, the ILP approval form must be submitted to the DMin Office no later than the last day to add courses for the winter session (see General Regulations, §§A8 & A9). College Faculty Advisors are responsible for regular supervision even while on sabbatical. The College Faculty Advisor continues to assist the student and often remains as a member of the student's Comprehensive Examining Committee and Thesis Proposal Committee, unless a change in committee members occurs.

The ILP Committee assists the student in designing a course of studies, with attention to his/her educational objectives as well as to meeting program requirements for coursework, other examinations, residence requirements, limitations on reading courses, advanced standing and transfer of credit and encourages the development of professional skills in ministry of the student. The ILP Committee must authorize the student's course of studies.

**D4.3 Thesis Proposal Committee**

The Thesis Proposal Committee is formed upon successful completion of the student's DMin Comprehensive oral defence and is approved by the DMin Office. The members of this committee may, but need not, include members of the initial ILP and Comprehensive Examining Committees. The initial



association of the student and the prospective Thesis Supervisor is a process of mutual selection, though the initiative lies with the student to secure the agreement of the professor who is to serve in this capacity. Once this agreement is secured, the professor informs the DMin Office by the appropriate form. The Thesis Proposal Committee appointment of the Thesis Supervisor is confirmed by the DMin Office.

Thesis Proposal Committee consists of two members of the GCTS. These members are the Thesis Supervisor and another professor qualified to offer expert advice in the proposed area of research (usually the student's College Faculty Advisor). The committee is then approved by the DMin Office. This committee assists DMin student in preparing the Thesis Proposal.

Only Full Graduate (Advanced Degree) Members of TST's GCTS may be appointed Thesis Supervisors, while Associate Members may only serve as Co-Supervisors with a Co-Supervisor who has Full Graduate Status. (The TST website contains a complete listing of TST faculty with graduate status.) In addition to having a good working relationship with their College Faculty Advisor, students should look for potential Thesis Supervisors who have research competence in the area of the proposed thesis area (which is ordinarily demonstrated by publication, previous thesis direction, course teaching, as well as the requisite allied skills (experience in ministry or knowledge of cognate disciplines).

Upon completion of course requirements the Thesis Proposal Committee is convened to approve the Thesis Proposal (see Degree Regulations, §D9). Within four months of completing the comprehensive exam, the student will submit a Thesis Proposal with a Research Ethics Board protocol to the Thesis Proposal Committee. Once both requirements are approved, this committee will then oversee the preparation of the Thesis, meeting regularly with the student to evaluate and guide the dissertation work as it proceeds. The committee must meet at least once annually with the student, prior to April 30, and complete and file an assessment of student progress. Please note that failure to submit this report in a timely fashion may affect student status and/or funding (see General Regulations, §A8.5). Thesis Supervisors (or Co-supervisors) are responsible for regular supervision even while on sabbatical.

Changes in the membership of a student's Thesis Proposal Committee may be made by the DMin Director, acting upon the request of the student or members of the student's committee. Changes of Thesis Supervisor and/or changes in the thesis topic after the approval of the Thesis Proposal may require a new Thesis Proposal, and possible additions to the student's program in light of the degree regulations funding (see General Regulations, §A8.5).

## **D5. PROGRAM REQUIREMENTS**

The major requirements of the program are as follows:

- i. Participation in Collaborative Learning and Ministry Base Group processes;
- ii. Core and elective courses (with approved Individual Learning Plan [ILP]);
- iii. Comprehensive Exam;
- iv. Thesis Proposal;
- v. Research Ethics Board (REB) approval;
- vi. Thesis;
- vii. Final Oral Examination.

### **D5.1 Courses**

Students will be required to complete a minimum of seven (7) half-courses (3.5 full-course equivalents).

Such courses will allow students to achieve four essential purposes:

- a critical appreciation of studies in Ministry, in ecumenical and interdisciplinary perspective, including its methods, premises, rationales, issues, and limits;
- a cohort identity supporting scholarly dialogue, academic and practical collaboration, common professional development in ministry, as well as a shared awareness of the distinctive character, outcomes, rationale, and resources of the program;
- effective preparation for the Comprehensive Examination, ensuring a breadth of knowledge consistent with degree-level expectations; and
- effective preparation for the thesis project.

The seven (7) half-courses will comprise:

- Two (2) Core Courses for all students in the cohort;
- One (1) Core Course in qualitative research methodology, for all students in the cohort; and,
- Four (4) elective courses.

## **D5.2 The Core Courses**

### **TSM5020H – Contextual Theology**

This course will focus on theological reflection and social and cultural analysis of the student's respective contexts of ministry and research. It introduces and explores theological reflection, and the foundational principles of theological context.

### **TSM5021H – Theology of Ministry**

This course aims at a critical understanding of the theoretical base that informs and is the foundation of the current practice of ministry. It includes a study of the theological beliefs and practices that inform a student's ministerial vocation and practice. Theories of ministry and their practical consequences for ministry in the contemporary church are discussed.

### **TSM5022H – Qualitative Research and Design**

This course gives an overview of qualitative research methodology in light of the student's respective research theory and design. It is focused on the elaboration of the DMin thesis proposal with a view toward helping the student gain the skill of writing the proposal. At the end of the course the student hands in a first draft of their thesis proposal as part of their course evaluation.

## **D5.3 Elective Courses**

Each student must take four elective courses at the advanced degree level within their field of research. TST graduate faculty annually offer a number of elective courses to give students a range of topics pertinent to their research areas, to prepare for the DMin Comprehensive Paper and Oral Defence and to develop backgrounds useful for thesis projects, while promoting educational diversity and substantial interchange. Elective courses represent a conjuncture of the current research interests of individual faculty members and faculty research teams, on the one hand, and the intended learning outcomes of the DMin program (for a full list of these learning outcomes, see §D15.). In some cases, students will benefit from graduate courses in a cognate discipline at the UofT. These courses will be determined during the student's first year in the program and will make up part of the student's ILP (See §D6.1). These courses are meant to broaden and deepen the student's understanding and proficiency of the theological and social-scientific base that grounds his/her research. All elective courses must be at the graduate level, with at least half of the student's total courses (incl. required courses) being taken at the 5000-level or 7000-level. (See General Regulations, §A7.15.) The DMin Director must approve all course changes after the student's ILP has been approved.

**D5.4 Transfer Credit**

Students are permitted up to 1.0 full-course equivalent (or two half-course) credits, according to General Regulations, §A7.14.

**D5.5 Good Academic Standing & Satisfactory Progress**

See General Regulations, §§A8.4-5 for minimum grade averages and policies on good academic standing & satisfactory progress. Students who do not achieve satisfactory performance will not be allowed to proceed to the Comprehensive Paper and Oral Defence.

**D6. ADDITIONAL PROGRAM REQUIREMENTS****D6.1 The Individual Learning Plan (ILP)**

The Individual Learning Plan (ILP) is developed by the student in the first year of the program and is approved by their ILP Evaluation Committee. It must cover all DMin program requirements and be oriented toward achieving the individual student's goals and objectives in relation to his/her research interest. The intention of the ILP is to prepare the student for writing his/her DMin thesis. A successful ILP will draw on TST/UofT resources, the Collaborative Learning Group, the Ministry Base Group, and any academic resources that might be available to the student in their own geographical context. Approval of the ILP is required prior to the second year Summer Residential. If the ILP is not approved before the end of the Winter session, the student will not be permitted to enroll in the second core course TSM5021H (Theology of Ministry).

**D6.2 Ministry Base Group (MBG)**

The MBG is composed of representative persons from the student's ministry setting. It represents the program's commitment to the interaction that occurs between the student's social location in the practice of ministry and his/her use of TST/UofT resources. Each student forms an MBG in the first year. The group must be able to meet regularly (approximately twice a semester) for at least two years to offer support and critical reflection on the student's DMin work and ongoing practice of ministry. In the first session, the student must educate the MBG about the goals and dynamics of the program and with the MBG develop a strategy for achieving these academic goals. Annually, the MBG submits a written evaluation concerning the student's progress in the program to the DMin Director. This must be submitted by April 30 of the student's second and third years in order for the DMin Director to review the evaluation with the student during the Summer Residential. It must include reflection on the student's capacity to integrate learning from the DMin program with his/her practice of ministry. The MBG is dissolved when the student is ready to work on his/her thesis proposal. If the student's ministry base changes during the first three years of their program, they must inform the DMin Director and consult with him/her as to how to proceed.

**D7. THESIS PROSPECTUS**

This does not pertain to the DMin program.

**D8. COMPREHENSIVE EXAMINATION**

To demonstrate that they are prepared to undertake a project of specialized original research, and that they have an understanding of their primary and secondary areas of study necessary for that project, students will be required to write a Comprehensive Examination, which will be defined with respect to the student's proposed research area, followed by an Oral Examination. The areas will be determined

by the student's Comprehensive Examining Committee, in consultation with the student. This committee documents this stage using the Comprehensive Registration Form. The format of the examination is approved by the Comprehensive Examining Committee in consultation with the student.

### **D8.1 Comprehensive Exam**

The DMin Comprehensive Examination is a major integrative research paper (maximum 40 pages, excluding bibliography) that demonstrates the student's critical research and writing skills, knowledge of the critical resources, and the requisite development of a theology of ministry that will allow him/her to: (1) complete the DMin thesis successfully; and (2) to make a significant contribution to the advanced understanding of the practice of ministry in their respective field of ministry. It must contain a detailed description of the student's theology of ministry based upon course work and collegial discussion, a presentation of the basic theoretical framework with the necessary research for the thesis, and a detailed bibliography. The comprehensive examination is intended to lead towards the student's thesis proposal.

The Comprehensive Examining Committee will consult with the student during the process of constructing the examination, and the process will be guided by the following considerations:

- The interests and program needs of the student shall be taken into account;
- The student should demonstrate an awareness of the presuppositions, historical background, and critical issues involved in the proposed topic;
- There should be a clear identification of the bibliographical and historical sources upon which the student should be familiar; and,
- The student is expected to demonstrate the cross-disciplinary links between theology and the cognate discipline(s).

The Comprehensive Examination normally will be completed in the first session of a student's third year in the program. In the event that the student fails the comprehensive examination on the first attempt, s/he may take a supplementary examination, which must be held within **three months** of the initial evaluation. A second failure will result in the termination of the student's program.

### **D8.2 Reading lists**

Does not pertain to the DMin program.

### **D8.3 Examination Procedures**

The Comprehensive Examination includes both a written and oral component. The DMin student should conclude both components within a period of no more than four weeks of submitting the Comprehensive Paper. Specific procedures regarding the Comprehensive Examination will be made available to the student and the Comprehensive Examining Committee, once a notice of intent for examination is given to the DMin Administrator by the student.

The DMin student must complete a 30-40 page comprehensive paper. When the comprehensive paper is ready for examination, students must send a digital copy of the paper to the DMin Office. The DMin Office will forward the paper to the student's Comprehensive Examining Committee. This committee may elect to have additional readers examine the paper where appropriate. The DMin Office sets the time and place for the oral defence of the comprehensive paper. The examination will take place via teleconferencing for those students not within commuting distance of the TST.

### **D8.4 Evaluation of the Exam**

At the Oral Examination the Comprehensive Examining Committee is asked to grade the exam and supply the DMin Office with a grade using the Comprehensive Approval Form. The DMin student must

pass his/her comprehensive examination (including the oral evaluation) and must obtain a CGPA of at least a 3.3 in the coursework stage of the program. A “Pass” is deemed to be a grade of B+ or higher on the written exam.

### **D8.5 The Oral Examination**

The Oral Examination is conducted equally by all examiners and is chaired by the DMin Director. It is to be completed within a two-hour session. Questioning is to be based primarily on the student’s written answers, but may extend to other matters contained in the approved reading lists. Entirely new matters unrelated to the written papers or the reading lists are not to be introduced.

After the examination, the examiners will determine whether the student has met the requirements established in *The DMin Comprehensive Paper and Oral Defence* (see §D8.5), and whether the student has the skills to successfully complete the DMin thesis. If minor corrections are required in order for the student’s comprehensive paper to be approved, the student will make the required changes and submit them to their College Faculty Advisor. The College Faculty Advisor must in turn inform the DMin Director that the student has made the requested corrections. In the case of failure, the comprehensive examination may be repeated only once within three months of receiving the results of the first comprehensive examination. The DMin Comprehensive Examining Committee must reconvene and re-examine the revised comprehensive paper.

### **Examination Format**

The oral defence of the comprehensive paper will be approximately two hours in length. The DMin Office sets the time and place for the oral defence of the comprehensive paper. The examination will take place via teleconferencing for those students not within commuting distance of the TST.

## **D9. THESIS PROPOSAL**

Upon successful completion of the Comprehensive Examination, the DMin student will prepare a detailed Thesis Proposal (with Research Ethics Board protocol) working in close consultation with the Thesis Supervisor and Thesis Proposal Committee members. The Thesis Proposal will be submitted to the student’s Thesis Proposal Committee for approval. A student must receive Thesis Proposal and REB approval before proceeding with the writing of the thesis.

### **D9.1 Criteria for an Acceptable Thesis Topic**

An acceptable thesis topic will meet the following criteria:

- i. The topic relates to areas recognized by TST’s DMin program;
- ii. There is a sufficient body of material concerning the topic to warrant a thesis;
- iii. The research method to be employed is appropriate and comes within the scope of the DMin program;
- iv. If 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;
- v. 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 thesis length limitations;
- vi. 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.

### **D9.2 Form and Contents of the Thesis Proposal**

The Thesis Proposal must contain the following elements:

**Title Page**

This includes a working thesis title, the student's name, the name of the Thesis Supervisor and Thesis Proposal Committee members, the student's program, the student's college of registration, and the date of submission.

**Introduction**

The most important part of the Introduction contains a succinct statement of the research question. The Introduction also provides the context necessary to show why the research question is important. To this end it identifies the research question and describes its broader setting in contemporary academic research in the field. 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.

**Methodology**

This section describes the relevant primary literature and the qualitative research method(s) to be used for interpreting the research project. It gives a rationale for the research method and indicates how it will be used to generate dependable conclusions and verify the thesis statement.

**Procedure**

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

**Original Research**

The implications of the study must be clearly and concisely set forth in the proposal. The proposal contains a clear indication of how the thesis will make a significant contribution to the knowledge of the field.

**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.

**Length**

The Thesis Proposal should be no more than 4,000 words in length, not including Bibliography.

**D9.3 Approval of the Thesis Proposal**

When the Thesis Supervisor is satisfied with the Thesis Proposal, the student sends the proposal to the DMin Office. The DMin Office then arranges a time for Thesis Proposal Committee to meet with the student. Thesis Proposal Committee evaluates the Thesis Proposal developed by the student according to the criteria noted above, and may (i) direct the student to make modifications; (ii) direct the student to develop a new Thesis Proposal; or, (iii) proceed to an oral assessment of the Proposal. The proposal may be accepted outright or with the provision of changes to be approved by the committee (see §D9.4.1). The Thesis Proposal is normally assessed within one month of its submission to the committee (provided that the proposal is submitted within the Fall or Winter sessions).

#### **D9.4 Ethics Review for Research with Human Subjects Protocol**

Following the approval of the thesis proposal and prior to commencing the Action-in-Ministry component of the program, the University of Toronto's Research Ethics Board (REB) must approve all research on human subjects (see <http://www.research.utoronto.ca/>). Research on human subjects may not be carried out without prior REB approval. Any research on human subjects carried out without REB approval may not be used in the final thesis. DMin student REB protocols are submitted through the TST. See also the Student Guide on Research Involving Human Subjects on the SGS website: <http://www.sgs.utoronto.ca/facultyandstaff/Pages/Research-Involving-Human-Subjects.aspx>.

**NOTE:** As of October 2017, the UofT changed its REB application process. REB applications for the submission and review of human ethics protocols now uses an online system called My Research (see <http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protections/humans-in-research/>). For information on how DMin students submit a REB protocol, please consult the TST website. Once the protocol is approved by the UofT's REB, you must send a copy of the approval form to the DMin Office.

##### **D9.4.1 Re-Submitted proposal**

Where the Thesis Proposal Committee requires modifications to 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 DMin Director, and will result in the student's termination from the program. If the Thesis Proposal Committee considers that the re-submitted Thesis Proposal is not a revision of the first proposal but a new proposal, the Thesis Supervisor shall so advise the DMin Director, in writing.

#### **D9.5 Report of Approval**

The Thesis Supervisor reports the approval of the Thesis Proposal on the Thesis Proposal Approval Form, sending the original form to the DMin Office. The Thesis Supervisor also sends copies of the Thesis Proposal to the DMin Office. The DMin Office forwards copies of the Thesis Proposal Approval Form to the student and the registrar of their College of Registration. A copy of the approved Thesis Proposal is placed in the DMin Office Thesis Proposal binder, for consultation by other graduate students and faculty.

#### **D9.6 Change in Proposal**

Should the student later make substantial changes in his/her approach to the thesis, the student should consult with his/her Thesis Supervisor and DMin Director on the advisability of submitting a new Thesis Proposal.

#### **D9.7 Transition to the Thesis Writing Stage**

A student must have completed all requirements for the degree, exclusive of thesis research, by the end of the third year in order to remain in good standing in the program. When it is approved, the Thesis Proposal represents an agreement between the student and the Thesis Proposal Committee, by which the student agrees to undertake the research proposed and that the completed Thesis, if it satisfactorily achieves what is proposed, will be recommended for Final Oral Examination. Students who have an approved Thesis Proposal and Thesis Proposal Committee are said to have Achieved Candidacy (see General Regulations, §A8.5). Students whose other degree requirements have been completed but whose thesis proposal and REB protocol has not yet been approved register for TSZ8888Y (Thesis Proposal).

## **D10. THESIS WRITING**

The culmination of the DMin program is the design and completion of a substantive and significant written thesis that integrates the Action-in-Ministry drawn from the student's practice of ministry. Once a student's Thesis Proposal has been approved, he or she can proceed to the final stage of the program, running the approved Research Ethics project and the writing of the Thesis itself. The Thesis is to make a significant contribution to the knowledge of the field and must be based on research conducted while the student is registered for the DMin program. The applied research must comply with UofT/TST regulations concerning ethics in the use of human subjects in research. The Thesis Supervisor must approve the completed Thesis before it is submitted for examination. The Candidate will defend the thesis at a Final Oral Examination, which will be administered by TST's GCTS according to policies and practices informed by those of the School of Graduate Studies. The Final Oral Examination Committee will include representatives of the Thesis Proposal Committee, an Internal Examiner, an External Examiner, and an examiner appointed by the UofT's School of Graduate Studies (SGS).

### **D10.1 Registration**

A DMin Candidate whose Thesis Proposal has been approved and who is writing the thesis will be registered in TSZ9999Y (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 or takes a leave of absence or withdraws from the program.

### **D10.2 Form of the Thesis**

#### **Technical Requirements**

Theses submitted for evaluation, and eventual TSpace submission, shall adhere to the formatting requirements of the TST Electronic Thesis & Dissertation Manual and "Thesis Template," found at <https://www.tst.edu/academic/thesis-submission-convocation-information>.

#### **Conformity with Proposal**

The structure of the Thesis should accord as closely as possible with that contained in the Thesis Proposal.

#### **Length**

The length of the Thesis should be no greater than 50,000 words (including notes and appendices, but not including bibliography). Should a thesis exceed 50,000 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.

#### **Style**

The thesis must conform to the GCTS style regulations (see General Regulations, §A12.14), and spelling must be consistent with a recognized Canadian standard.

#### **Title Page**

The title page of the Thesis shall include the following elements: (i) the title and subtitle (on the upper third of the page); (ii) the student's full legal name as on ACORN (no nicknames, diminutives, aliases, or professional designations); (iii) the thesis submission paragraph (below); (iv) a notice of copyright with year of convocation (at the bottom of the page).

The title page must state the following: "A Doctoral Thesis submitted to the Faculty of [the formal name of the college of registration] and the Toronto School of Theology. In partial fulfillment of the



requirements for the degree of Doctor of Ministry Program awarded by [the formal name of the college of registration] and the University of Toronto.”

### **Abstract**

The Thesis must include a brief Abstract of the thesis on the page following the title page, of a maximum of 350 words, double-spaced.

### **Table of Contents**

The Thesis must include a Table of Contents following the Abstract.

### **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.

### **D10.3 Writing the Thesis**

During the writing of the Thesis, it is desirable and important that regular consultations be arranged between the Candidate and the Thesis Supervisor by a mutually agreed schedule.

The Thesis Supervisor is responsible for the direction of the dissertation, while the Thesis Proposal Committee members are responsible for giving advice about the dissertation. The Candidate should keep all committee members informed of the progress of the work, preferably by the timely and periodic presentation of drafts of any work provisionally completed. Thesis Supervisors are required to meet with the Candidate at least once a year, and to provide an annual report on dissertation progress to the DMin Office by April 30. The Candidate is responsible for convening this meeting. The Thesis Supervisor (or Co-supervisors) are responsible for regular supervision even while on sabbatical.

## **D11. FINAL ORAL EXAMINATION PROCESS**

### **D11.1 Notice of Submission**

When the Thesis Supervisor, in consultation the DMin student, determines that the Thesis (Dissertation) has been completed the Thesis may be submitted for Final Oral Examination.

Approximately two months prior to the anticipated date of submission, the Thesis Supervisor shall notify the DMin Office that the Thesis is close to being ready for submission. The Thesis Supervisor shall also recommend the names of examiners for the Final Oral Examination Committee (see §D11.2) at this time. The Thesis Supervisor shall secure the willingness of the examiners (minus the External) to participate in the exam process. This advance notice is required in order to obtain GCTS approval of the proposed examination committee, and to confirm the examiners’ availability to participate within the proposed examination time-frame. Failure to provide notice of submission will delay the process.

#### **D11.1.1 Submission of Copies of the Thesis**

The Candidate submits to the GCTS Office five (5) unbound copies of the final Thesis, printed double-sided, each such copy being contained in a letter-size expandable envelope of high quality and durability with a re-sealable flap. In addition, the Candidate must submit five (5) copies of the approved Thesis Proposal. If a substitute examiner is appointed at a later date, the Candidate must submit an additional copy of the Thesis. A Candidate may also be required to submit a PDF version of the dissertation in addition to the printed copies. Only the GCTS Office is permitted to distribute the approved copies of the Thesis to members of the Final Oral Examination Committee, together with copies of the approved Thesis Proposal.

### **D11.1.2 Deadlines for Dissertation Submission**

The thesis cannot be submitted until the DMin Final Oral Examination Committee is formed and approved by the GCTS Director. Once approved, the student may submit their thesis at any time. However, deadlines have been established for those wanting to graduate at the next convocation. These deadlines are published each year under “Key Academic Dates” at <https://www.tst.edu/academic/key-academic-dates>. Even if the Candidate meets the deadlines, no guarantee can be given that unforeseen circumstances will not prevent the Candidate from graduating at the next convocation. Therefore, the Candidate should submit the thesis well in advance of the deadline. The entire examination process typically takes between 3-4 months, and longer over the Summer session, and providing that a Final Oral Examination Committee has been approved by the GCTS.

### **D11.2 Constitution of the Final Oral Examination Committee**

The Final Oral Examination Committee shall comprise five (5) voting members, as approved by the GCTS:

1. Thesis Supervisor;
2. The Thesis Proposal Committee member;
3. An Internal Examiner;
4. 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 Thesis Supervisor and DMin Director).
5. An External Examiner.

#### **D11.2.1 Authority of the Committee**

The Final Oral Examination Committee is responsible for examining the Thesis in accordance with the regulations of this section.

#### **D11.2.2 Restrictions on Examiners**

At least two members of the examination committee must not have been closely involved with the supervision of the Thesis. These may include: the External Examiner, the UofT Examiner, or any other member of the examination committee.

#### **D11.2.3 Restriction on the External Examiner**

The Thesis Supervisor must certify that the proposed External Examiner is a recognized expert on the subject of the dissertation, is an Associate or Full Professor at their institution, has the necessary academic qualifications to appraise a doctoral dissertation, and should be experienced as a successful Supervisor of doctoral Candidates through to defence.

The External Examiner has an arm’s-length relation both with the Candidate and with the Thesis Supervisor. This will normally exclude anyone who has been a master’s or doctoral Thesis Supervisor/supervisee for the Candidate or the Thesis Supervisor; or someone who has been a departmental colleague of the Candidate or Thesis Supervisor within the last six years; or who has collaborated on a research project, or scholarly work or publication, with either of them. The GCTS Director will assess the arm’s length relationship of the nominee.

#### **D11.2.4 Non-Participating Examiner**

In the rare situation where the External Examiner cannot participate in the oral examination, the External Examiner submits a written report and the GCTS Director appoints an auxiliary examiner to represent the External Examiner’s views at the defense.

### **D11.2.5 Substitutions**

Should it become necessary to appoint one or more substitute members of the Final Oral Examination committee, the appointment is made by the Director, GCTS in consultation with the Thesis Supervisor.

### **D11.3 Candidate's Right to Proceed to Examination**

If the Thesis Supervisor is not satisfied that the Thesis should proceed to examination, the Candidate may, after advising the Thesis Supervisor of his/her intention to do so, seek the permission of the Director, GCTS to send the Thesis to examination without the approval of the Thesis Supervisor.

### **D11.4 Preliminary Readers of the Thesis**

The first stage of the Final Oral Examination process is the assessment of the Thesis by the preliminary readers. The three preliminary readers are the members of the Final Oral Exam Committee. The GCTS 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.

When the preliminary readers have read the Thesis in its entirety and agree that the Thesis is ready to proceed to the Final Oral Examination (that is, to the rest of the Final Oral Examination Committee), all three preliminary readers are required to notify the GCTS of this in writing. 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. Preliminary readers may, but are not required to, submit written reports.

If the three preliminary readers agree that the Thesis is not ready for Final Oral Examination, they are required to notify the GCTS of this in writing. The Candidate must revise the Thesis to address the comments or critiques of the preliminary readers. Where revisions are made to the Thesis, the Candidate must submit a written indication to the preliminary readers of the changes that have been made (normally, by providing a general description plus a list of pages, though a highlighted hardcopy or electronic version of the Thesis may also be acceptable). The Thesis Supervisor is responsible for ensuring that the preliminary readers reach a consensus on the revisions. Once this consensus is reached and changes are made to the satisfaction of the readers, all three professors are required to notify the GCTS in writing that the dissertation is ready to proceed to the next stage of the Final Oral Examination process. The Candidate must re-submit five (5) printed copies of the revised thesis according to the provisions of §D10.2 (above).

### **D11.5 Establishing a Final Oral Examination Date**

If, after the assessment of the preliminary readers, it is determined that the oral examination will proceed, the GCTS Office distributes the remaining two copies of the thesis to the UofT (SGS) Examiner and the External Examiner. The GCTS Office then arranges a date and location for the Final Oral Examination.

### **D11.6 External Examiner's Report**

Only the External Examiner is required to submit a written report. The report should contain an explicit recommendation that the thesis be accepted, or not accepted, in partial fulfillment of the requirements of doctoral degree. The appraisal should consist of constructively critical and analytical comments and the importance of the work should be addressed in relation to its field. A synopsis of the thesis, if included at all, should be very brief. The appraisal should be received by the GCTS at least two weeks (ten working days) prior to the examination.

The External Examiner's report will be circulated, along with the Final Oral Examination announcement, to the Candidate, the members of the examination committee and the Chair of Final Oral Examination

board. Neither the Candidate nor committee members should communicate with the External Examiner until the Final Oral Examination. The Candidate may address any aspects of the External Examiner's report in his/her opening statement at the Final Oral Examination.

## **D12. FINAL ORAL EXAMINATION**

In preparation for the date of the Final Oral Examination, the Candidate submits his/her abridged curriculum vitae and Abstract of the thesis (not to exceed 350 words in length) to the GCTS office, at least two weeks in advance of the scheduled date.

### **D12.1 Members of the Final Oral Examination Committee**

The five (5) members of the Final Oral Examination Committee (Board) are voting members. In addition, the examination committee has one non-voting member: The Chair of the Final Oral Examination, who is appointed at the initiation of the GCTS from a college other than that of both the candidate and the Thesis Supervisor, presides over the entire process of the oral examination, i.e., the initial meeting of the examiners, the oral defence itself, and the final session of the examiners to decide upon the outcome of the defence. The chair is responsible for ensuring that the Candidate is treated fairly and that the proceedings follow approved regulations. The DMin Director and/or GCTS Director, or his/her representative, may also be present as a non-voting member.

### **D12.2 Quorum**

In order to proceed with the oral examination, a quorum of four voting members of the Final Oral Examination Committee 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 examination through telecommunications.

### **D12.3 Visitors**

The only visitors permitted to attend the examination are TST faculty members and registered TST graduate students. The Candidate may also invite only one guest. All visitors attending the examination may enter the examination room when the Candidate enters, and must leave the room once the Candidate has completed his/her defense. Only the examination committee remains in the room during the in camera sessions.

### **D12.4 Recording Policy**

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

### **D12.5 Form of the Oral Examination (Defence)**

The oral defense usually lasts no more than two hours, during which questions from the examiners are addressed to the Candidate.

### **D12.6 Convening the Defence**

The Chair convenes the Final Oral Examination Committee.

#### **D12.6.1 In Camera Meeting**

The Chair then invites the Candidate and visitors to withdraw, and the examination 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 Thesis Supervisor is the first questioner, and the External Examiner is the second questioner.

### **D12.6.2 The Examination**

The Chair later invites the Candidate and visitors to return, and the examination proceeds according to the order determined by the examiners. The Candidate is invited to summarize the research and conclusions of the thesis orally, in no more than fifteen (15) minutes. Then each member proceeds to ask questions of the Candidate.

### **D12.6.3 The Evaluation**

At the conclusion of the oral examination, the Chair invites the Candidate and approved visitors to withdraw. The Chair of the Final Oral Examination Committee reminds the examiners of the voting procedures and evaluation policies and procedures, and that the examination covers both the Thesis and the Candidate's oral defence.

### **D12.6.4 Report of Evaluation**

The Chair then invites the Candidate and visitors to return, and reports the outcome of the committee's deliberations.

## **D12.7 The Final Evaluation**

The Final Oral Examination Committee must make one of five decisions about the Thesis and oral defence. The options are as follows:

1. **Pass.** The Candidate 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 Candidate can be entrusted with producing the library copy without further oversight.
2. **Pass with minor corrections.** The Candidate passes with minor corrections to the Thesis being required (e.g., typographical, stylistic or clarifying changes that will take no more than one month to complete). The corrections are to be completed to the satisfaction of the Thesis Supervisor.
3. **Pass with minor modifications.** The Candidate passes with minor modifications required to the Thesis (e.g., changes in the Thesis that feasibly will take no more than three months to complete). These are to be completed to the unanimous satisfaction of a sub-committee of three examiners selected by and from the members of the examination committee. If they do not give their unanimous approval, the Final Oral Examination must be reconvened within twelve months of the date of the original examination.
4. **Adjournment.** Major (substantive) modifications are required to the Thesis, and the examination is adjourned for no longer than one year. The same examiners (insofar as possible) will then be reconvened and the revised Thesis re-examined within one year of the first examination.
5. **Failure.** The Thesis and Oral Examination fails.

### **D12.7.1 Rules for Determining the Outcome in Final Oral Examination**

Decisions (1), (2), (3) 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 on (1) or (2) or (3) 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 (5).

### **D12.7.2 Rules for Determining the Outcome in a Re-Convened Oral Examination**

In the case of an adjourned or re-convened oral examination, the only three allowable votes are: (1) Pass with no conditions; (2) Pass with minor corrections; and (5) Failure. The Candidate passes if the decision is unanimous or if there is not more than one negative vote or abstention. The committee may not vote to adjourn and re-examine a re-examined Thesis.

### **D12.7.3 Preserved Documentation**

Examiners' ballots. Each examiner must complete and submit to the Chair a written ballot indicating his/her evaluation of the thesis and oral examination. The External Examiner does not need to submit his/her ballot by mail or electronic means as the chair attests to the vote on the voting ballot. Chair's testamur. The chairperson of the oral examination committee shall complete a form testifying to the result of the thesis examination. The form, with the ballots, shall be forwarded to the GCTS Office.

### **D12.7.4 Thesis Corrections**

In the event of a pass with Minor Modifications, the Thesis Supervisor provides the Candidate 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 Thesis Supervisor provides the Candidate with a written list of all the revisions required by the examiners. In the event of a Pass (no conditions), the examiners provide the Candidate with their written lists of corrigenda (if any). Even when the Candidate receives an unconditional pass for the Thesis, he or she must prepare a final version of the Thesis with any minor typographical corrections suggested by the examiners of the Thesis.

### **D12.8 Clearance and Application for Graduation**

Candidates must apply to their college of registration 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 Candidate 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/her college of registration or the college granting the degree. (See also General Regulations, §A10.)

### **D12.9 Deposit of Copies of the Final Thesis (TSpace)**

When the Candidate has made such revisions as have been required by the examination committee, he or she must upload the final digital version of the Thesis onto TSpace, the University of Toronto's on-line digital repository, and submit a Thesis Non-Exclusive License Form in hard-copy to the GCTS Office. Such uploads must be done well in advance of a college's date of convocation and by the individual deadlines established by the GCTS Office. TST colleges will not confer the degree until the GCTS Office has confirmed that the digital thesis has been formatted according to the regulations specified in the Electronic Thesis & Dissertation Manual and "Thesis Template", successfully uploaded to TSpace, and the TSpace fee paid. Instructions and deadlines about digital thesis submissions and TSpace are available through the GCTS Office and at [www.tst.edu](http://www.tst.edu).

### **D12.10 Additional Conditions for Graduation**

Some TST Colleges also require that Candidates submit a hardbound copy of the Thesis to the college, and will not confer a degree before appropriately hardbound copies of theses have been deposited with the college. In other cases, colleges either encourage the submission of a hardbound copy or do not require such submission. Candidates should consult with their college registrar.

### **D12.11 Candidate Indebtedness**

A college may suspend a Candidate's eligibility to graduate, and may withhold a Candidate's degree parchment and academic transcripts, where the Candidate has outstanding tuition fees, unpaid library fines, or other indebtedness to the college, another TST college, or the UofT (see General Regulations, §A12.3).

### **D13. ADMISSION TO A MASTER'S PROGRAM**

A student who has not yet submitted the Thesis may be considered for admission to the Master of Theology (Option II) program. Students accepted to the ThM (Option II) program must complete all of the normal master's degree requirements, or their equivalent, in order to be awarded the master's degree. Normally, course credits accumulated in the DMin program are counted towards course requirements in the ThM program, and an extended essay written for one of the courses in the DMin program is presented in fulfillment of the extended essay requirement of the ThM (Option II) program. In other cases, a completed comprehensive examination may be deemed as equivalent to the extended essay requirement if it fulfills the degree level expectations of the ThM (Option II). Students who already possess a ThM degree are not eligible under this paragraph. Students who are admitted to the ThM (Option II) program and wish to resume DMin study must make a new application to the DMin program. This paragraph is subject to the ThM (Option II) program continuing to admit students.

### **D14. TEACHING EXPERIENCE AND MENTORING**

Does not pertain to the DMin program.

## D15. DMIN DEGREE-LEARNING EXPECTATIONS (DLE's)

### 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 project 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.

Graduates of the DMin program will show a **deepening of personal and professional integration, social analysis, theological reflection, and qualitative research methodology** in order to relate theory and practice with respect to ministry by completing a project of **specialized original research** furthering their vocation of ministry.

Doctoral Degree Level Expectations	DMin Learning Objectives and Outcomes	How the program design and requirements support the attainment of student learning outcomes
<p><b>1. Depth and Breadth of Knowledge</b></p> <p>A thorough understanding of a substantial body of knowledge that is at the forefront of their academic discipline or area of professional practice.</p>	<p>Students successfully completing the program will be able:</p> <ol style="list-style-type: none"> <li>1. To develop a comprehensive understanding of a context of ministry;</li> <li>2. To identify a research question in the practice of ministry, describe the contours of the subject area(s) related to that question, and analyze and evaluate local and global contexts for ministry;</li> <li>3. To demonstrate knowledge of scholarly and professional literature related to the research question;</li> <li>4. To construct and complete an action-in-ministry study</li> </ol>	<p>The program design and requirements that ensure these student outcomes for depth and breadth of knowledge are as follows:</p> <ul style="list-style-type: none"> <li>• The program entrance requirements ensure that students admitted to the program have a solid base of knowledge on which to build. All of the components of the program are designed to ensure students attain basic knowledge of their area of concentration.</li> </ul>



	designed to answer the research question in relation to the context for ministry.	
<p><b>2. Research and Scholarship</b></p> <p>a) The ability to conceptualize, design, and implement research for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the research design or methodology in the light of unforeseen problems;</p> <p>b) The ability to make informed judgements on complex issues in specialist fields, sometimes requiring new methods; and</p> <p>c) The ability to produce original research, or other advanced scholarship, of a quality to satisfy peer review, and to merit publication.</p>	<p>Students successfully completing the program will be able:</p> <ul style="list-style-type: none"> <li>• To formulate a research question in the practice of ministry reflecting an awareness of the current state of relevant scholarship;</li> <li>• To relate the research question to a particular ministry context.</li> <li>• To construct bibliographies which demonstrate the depth and breadth of subject area(s) in theological studies and cognate disciplines relevant to the research question;</li> <li>• To understand and apply qualitative methods of research.</li> <li>• To make appropriate use of knowledge and methods in appropriate sub-disciplines of theological studies and cognate fields.</li> <li>• To develop and implement a qualitative, action-in-ministry original research project.</li> <li>• To evaluate and interpret the research outcomes in relation to the state of current knowledge in the area, and to interpret and describe its potential contribution to broader ministry contexts.</li> </ul>	<p>The program design and requirements that ensure these student outcomes for research and scholarship can be described as follows:</p> <ul style="list-style-type: none"> <li>• The Individual Learning Plan is developed during the first year of the program, and the student identifies a research question in relation to relevant scholarship.</li> <li>• The Collaborative Learning Group is composed of students entering the program concurrently, and supports critical reflection on their practice of ministry and their research question.</li> <li>• The core course “Research Methods” enables and verifies the development of a critical understanding of qualitative and other methods of research.</li> <li>• In elective courses students demonstrate research and writing skills.</li> <li>• The Comprehensive Exam and Oral Defence require substantive bibliography related to the student’s areas of interest, and demonstrate the ability of the student to engage in scholarly research.</li> <li>• The Thesis Proposal and Oral Defence verify the student’s preparedness to implement an Action in Ministry project rooted in qualitative methodology.</li> <li>• The Thesis and Oral Defence evaluates and interprets the research outcomes in relation to theoretical and theological subject area(s); to the student’s particular ministry context, and describe its potential</li> </ul>

		contribution to broader ministry contexts.
<p><b>3. Level of Application of Knowledge</b></p> <p>The capacity to a) undertake pure and/or applied research at an advanced level; and b) contribute to the development of academic or professional skills, techniques, tools, practices, ideas, theories, approaches, and/or materials;</p>	<p>Students successfully completing the program will be able:</p> <ol style="list-style-type: none"> <li>1. To engage in self-directed research activity,</li> <li>2. To make self-critical use of applicable academic skills and techniques,</li> <li>3. To contribute to the development of these skills in relation to professional ministry.</li> </ol> <p>These skills include:</p> <ul style="list-style-type: none"> <li>• Proficiency in the use of library and electronic resources and the construction of a bibliography;</li> <li>• Application of scholarly research methods appropriate to a research question;</li> <li>• Analysis and evaluation of academic and professional literature relating to the practice of ministry;</li> <li>• The ability to undertake an applied research project.</li> </ul>	<p>The program design and requirements that ensure these student outcomes for level of application of knowledge are as follows:</p> <ul style="list-style-type: none"> <li>• The primary program requirement that will demonstrate a student's ability to undertake research at an advanced level is the successful completion of the thesis.</li> <li>• With respect to the development of professional skills, coursework, the Comprehensive Paper and Oral Defence demonstrate the ability to integrate professional insights with academic study.</li> </ul>
<p><b>4. Professional Capacity and Autonomy</b></p> <p>a) The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex situations;</p> <p>b) The intellectual independence to be academically and</p>	<p>Students completing the program will be able:</p> <ul style="list-style-type: none"> <li>• To demonstrate critical self-awareness of their practice of ministry;</li> <li>• To demonstrate independent initiative, personal responsibility, collegial cooperation, and ethical behaviour consistent with established academic and professional standards;</li> </ul>	<p>The program design and requirements that ensure these student outcomes for professional capacity/autonomy can be described as follows:</p> <ul style="list-style-type: none"> <li>• The entrance requirements, including at least 3 years of ministry experience, and the prerequisite degree (M.Div. or equivalent) will ensure that the students have foundational awareness of ministerial vocation, the broad context for</li> </ul>

<p>professionally engaged and current;</p> <p>c) The ethical behaviour consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research;</p> <p>d) The ability to evaluate the broader implications of applying knowledge to particular contexts.</p>	<ul style="list-style-type: none"> <li>• To relate a particular practice of ministry to broader contexts and realities of ministry;</li> <li>• To teach and share insights within professional and ministerial settings;</li> <li>• To demonstrate personal and spiritual maturity.</li> </ul>	<p>ministry, and their specific context for ministry.</p> <ul style="list-style-type: none"> <li>• Courses, the Comprehensive Paper and Comprehensive Oral Exam, the Thesis Proposal and Thesis Proposal Oral Exam, and the Thesis and Thesis Oral Exam demonstrate critical awareness of broad and specific ministry contexts, as well as the ability to engage in research that benefits ministry.</li> <li>• The ethics component of the Research Methods course, as well as an approved Research Ethics Board Protocol (REB) demonstrate an awareness of ethical issues in ministry and scholarship.</li> <li>• The Ministry Base Group provides an initial opportunity to share insights and knowledge with the ministry community, as does interaction with the Collaborative Learning Group. Through these interactions, students demonstrate a self-critical awareness of their own practice of ministry. Students are encouraged to find other opportunities to share their research with the broader ministry community.</li> <li>• Personal and spiritual maturity are fostered through interaction with the collaborative learning group, the ministry base group, and reflective aspects of the core courses, as well as through reflective aspects of Comprehensive Paper and Oral Defence, the Thesis Proposal and Oral Defence, and the Thesis and Oral Defence.</li> </ul>
<p><b>5. Level of Communication Skills</b></p>	<p>Students successfully completing the program will be able:</p>	<p>The program design and requirements that ensure these</p>

<p>The ability to communicate complex and/or ambiguous ideas, issues and conclusions clearly and effectively.</p>	<ul style="list-style-type: none"> <li>• To give expression to complex research issues, as appropriate to an audience;</li> <li>• To communicate analyses and conclusions, in oral and written forms, to both scholarly and professional audiences;</li> <li>• To write logically constructed and clear research papers conforming to accepted standards of style for academic writing;</li> <li>• To present and summarize papers orally in a clear and effective manner;</li> <li>• To communicate effectively with both professional peers and participants in the ministry context.</li> </ul>	<p>student outcomes for level of communication skills are as follows:</p> <ul style="list-style-type: none"> <li>• The Individual Learning Plan communicates the student's goals for the program related to their specific research interest.</li> <li>• Coursework, including seminars, presentations and papers demonstrate oral and written communications skills.</li> <li>• Participation in the Collaborative Learning Group demonstrates peer communication.</li> <li>• Leadership of the Ministry Base Group demonstrates the ability to share research insights with members of the ministry context.</li> <li>• The Comprehensive Paper, the Thesis Proposal, the Research ethics approval (REB) and the Thesis demonstrate the ability to summarize and communicate effectively in writing.</li> <li>• The Oral defence of the Comprehensive Paper, the Thesis Proposal and the Thesis demonstrate the ability to orally summarize and explain the student's scholarly research.</li> </ul>
<p><b>6. Awareness of Limits of Knowledge</b></p> <p>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</p>	<p>Students successfully completing this program will be able:</p> <ul style="list-style-type: none"> <li>• To analyze and articulate the limitations of a research project in the practice of ministry;</li> <li>• To recognize global and ecumenical perspectives that challenge the premises and perspectives of the practice of ministry in a particular context.</li> </ul>	<p>The program design and requirements that ensure these student outcomes for the DMin program include:</p> <ul style="list-style-type: none"> <li>• Coursework and thesis standards requiring interdisciplinary experience and learning.</li> <li>• Peer interaction and learning with the Collaborative Learning Group in which students are required to articulate global and ecumenical perspectives.</li> <li>• Interaction with the Ministry Base Group in which the student critiques the theological context in light of their learning from other aspects of the program.</li> </ul>

		<ul style="list-style-type: none"><li>• The thesis should clearly delineate the limitations of qualitative research, and the limited applicability of the research.</li></ul>
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