

TORONTO SCHOOL OF THEOLOGY

DOCTOR OF MINISTRY PROGRAM HANDBOOK



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Updated versions will be posted at www.tst.edu.

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Section One – Introduction

1.1 History

On October 18, 1973, the Doctor of Ministry (DMin) program at the Toronto School of Theology began as a task force that met at Knox College to discuss the professional, continuing education of those in ministry. TST member representatives present at the first meeting were: C. D. Jay, J. C. Hay, H. Mills, J. J. Ford, C. Maloney, J. R. Reed, and B. Somfai. Rev. C. Douglas Jay's opening statement spoke to the continued commitment of TST to the continuing education of those in ministry, whether lay or clerical. The task committee was asked to recommend a flexible five-year program that would meet the needs of those in active ministry while pursuing a degree. The members envisioned a professionally oriented program at the advanced degree level, not primarily academic, but more pastoral in nature. The program was to embrace two primary goals: *to develop a theology of ministry (theory) and to apply this theory to ministry (practice)*. The objective of the DMin program was to secure a high level of coordination of theological reflection, professional skills, and personal integration of those in ministry in order to achieve and secure a high level of ministerial competence.

During the next few years Prof. Hay travelled to several American seminaries to assess the various Doctor of Ministry programs, gathering information for the task committee. The task committee wanted to review a number of programs to help them with the design of the Toronto School of Theology's own unique DMin program. The aim of the program as prescribed by its founders was an integrative approach for the theological reflection, professional competence and personal development of the candidate in the practice of ministry. The program was to be structured to encourage students to seek the theological foundation for their ministry and to and strengthen their capacity to relate their theological understanding to the different aspects of service in the Church. In order to achieve the necessary competence, the program was designed to incorporate the classical areas of theology through courses, directed reading, research projects and ministry seminars in a way that would fulfill the ministerial objectives of the program. Each candidate was expected to develop their capacity to perceive theological issues in the contexts of their ministry and to seek an understanding of the issues in the light of their theological insights.

By October 1976 the task committee had a working curriculum draft proposal, funding, advertising, and an application process in place. In February 1977 the admission committee, convened by Professors Somfai, Reed, and Hatton met with eleven candidates who were to be interviewed for admission into the new DMin program. On April 6, 1977 the admission committee selected and approved eight candidates. Throughout the many years since its conception the DMin program has continued to grow and evolve under the leadership of its Directors.

The DMin program takes pride in being a professional degree set in an ecumenical and multidisciplinary context directed toward excellence in the active engagement of ministry. As of July 1, 2001, a renewed Memorandum of Agreement, between the Toronto School of Theology and the University of Toronto, has re-established the Doctor of Ministry as a conjoint degree program with the University of Toronto.

In 2002, at the request of member colleges, the DMin Program Committee established an ad hoc committee to examine alternative ways of delivering the DMin program. A proposal was developed and refined. Final approvals from the TST Advanced Degree Council (ADC), School

of Graduate Studies (SGS), and the Association of Theological Schools (ATS) were completed in the Fall of 2004 and implemented in the Fall of 2006.

1.2 Centre for the Study of Ministry (CSM)

In June 2009 The Board of Directors in cooperation with the Advanced Degree Council of the Toronto School of Theology established the Centre for the Study of Ministry (CSM). The Centre for the Study of Ministry is an interdisciplinary graduate academic unit housed within the Toronto School of Theology. It has three primary functions: (1) to administer TST's DMin program, according to policies, standards, learning outcomes (see Appendix 1), and procedures approved by the Graduate Centre for Theological Studies (GCTS); (2) to promote and support interdisciplinary scholarly research in ministry; and (3) to advance education and conversation in the area of ministry among a wider public. A Director, appointed by the TST Director, administers the CSM. Its *members* include: (1) TST faculty members with advanced degree status cross-appointed from the TST member and affiliate colleges, with the permission of their Heads of College; (2) UofT faculty members with graduate teaching status cross-appointed from other departments; (3) others with like credentials in research and teaching. Its *associates* include faculty members, researchers, and persons with significant experience and academic ability in the practice of ministry, but lacking advanced degree or graduate teaching status. It has administrative staff. Its policies and procedures are closely modeled on those of an extra-departmental unit at the University of Toronto of the type categorized as EDU:B.

The CSM administers the DMin program. Its functions include the recruitment and admission of students, the cross-appointment of teaching faculty, the approval of courses, the appointment of teaching supervisors and supervisory committees, the supervision and evaluation of students, the administration of comprehensive examinations, the examination of theses, and the oversight of other academic administration relating to the DMin program. Programs and academic standards for the DMin program remain under the jurisdiction of the TST Academic Council (AC).

The CSM promotes research in the study of ministry, particularly in Canada, and supports scholarly reporting in appropriate academic journals, including the *Toronto Journal of Theology*. The CSM looks to advance education and conversation in the area of ministry among a wider public through such vehicles as lectureships, conferences, invitational programs, and publication in professional periodicals.

1.3 Purpose and Goals

The Doctor of Ministry degree is designed to provide advanced study for persons who are already engaged in the practice of ministry in its varied forms. The program welcomes qualified applicants, lay and ordained, from the ministries of parish and congregational leadership, religious education, preaching, worship, pastoral care, hospital chaplaincy, and other forms of ministerial leadership. 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.

Toward this end, the program engages participants in the coordination of resources which include: a diverse faculty, libraries, additional resources of the University of Toronto and the Toronto School of Theology, peer learning among the participants of any given year through the formation of a Collaborative Learning Group (CLG), and ministry-based learning through the

formation of a Ministry Base Group (MBG). Participants must be committed both to self-directed and to collaborative learning undertaken in an ecumenical, interdisciplinary, online, and face-to-face context. By the very nature of the program, which seeks to integrate theory and praxis, participants are required to continue in the practice of ministry while engaged in the DMin program.

In order to gain a high level of competence in the practice of ministry, participants are expected to develop, expand, and demonstrate their knowledge and skills in the following areas:

1. The critical integration of biblical, historical, pastoral, and theological disciplines in dialogue with the practice of ministry in its social context;
2. The articulation of a theology of ministry as it arises out of critical reflection on the Christian tradition, current theological scholarship, and social analysis of the cultural context of their ministerial practice;
3. The development of ministerial skills and personal qualities normally deemed consistent with and essential to an advanced level of ministerial competence;
4. The identification of an issue for research from their practice of ministry that is to be studied in greater depth in their coursework and developed further in the DMin thesis;
5. Methods of qualitative research in order to design and employ a qualitative research project which will form a central component of their thesis.

For more information on the learning outcomes of the DMin program, please see Appendix 1 of this Handbook.

Insofar as the Doctor of Ministry degree is committed to an integration of theory and practice, the context for learning is three-fold, interrelated, and continuous. First, there is the university base where the participants engage in courses, seminars, and research at the advanced degree level. Second, there are the collaborative learning groups in which participants engage in dialogue, peer critique, and the ongoing development of their research project in both face-to-face and online situations. Third, there is the ministry base where the participants engage in critical reflection on their practice of ministry with others who are involved in their ministry context. These three contexts are linked throughout the program by the core courses, the collaborative learning discussions, academic study and research, ministry base group work, and the DMin thesis, which requires an “Action-in-Ministry” that is designed to uncover a deeper understanding and insight into some aspect of the student’s practice of ministry. The program proceeds continuously in a specific pattern throughout the first three years and in an altered pattern during the fourth and fifth years as the student progresses toward completing their thesis.

1.4 Academic Governance of the Program

The DMin program provides various kinds of learning and evaluation that are self-directed, communal, interdisciplinary, and integrative in nature. Two key elements include: (1) supervision and evaluation by faculty, together with the DMin Director, the DMin Program Committee, the Centre for the Study of Ministry (CSM), and the TST Academic Council (AC); and (2) ongoing self, peer and ministry-based evaluation through the Collaborative Learning Group (CLG) which is engaged on-campus during the Summer Residential and through the student’s Ministry Base Group (MBG). These experiences aim to help students achieve a high level of competence in their practice of ministry and to equip them to propose and carry out the DMin thesis. The faculty and academic committees of the DMin program integral to achieving these goals include: (1) the Director of the DMin program; (2); the Centre for the Study of

Ministry; (3) the College; (4) a College Faculty Advisor; (5) an Individual Learning Plan (ILP) Evaluation Committee; (6) a Comprehensive Examining Committee; (7) the DMin Thesis Supervisor; (8) the DMin Thesis Proposal Committee; and (9) the DMin Thesis Examining Committee. These faculty administrators and academic committees are operative in different phases of the program.

The following provides a brief description of the various roles and committees relating to the DMin program:

1.4.1 Centre for the Study of Ministry (CSM): The CSM exists to provide oversight to the DMin program (see §1.2). It offers DMin admissions, approves thesis examination committees, and considers program development and restructuring, when required. The CSM works closely with the Graduate Centre for Theological Studies (GCTS) and Academic Council (AC). The CSM is composed of the respective DMin advisors for each of the TST member colleges, as well as the DMin Director, the GCTS Director, the TST Director, and a representative from another approved DMin program in the province of Ontario.

1.4.2 Director of the Doctor of Ministry Program: The DMin Director is responsible for providing overall direction to the DMin program. S/he ensures that students advance through the various stages of the program, liaises with the colleges, verifies appropriate constitution of student committees, convenes all committee meetings and examinations, and ensures that the student in preparation for graduation meets all program requirements. The DMin Director is also responsible for teaching some of the core courses of the program.

1.4.3 College: When a student applies to the program, s/he indicates the college of their choice. The college must recommend students for acceptance into the DMin program. The college Graduate Director collaborates with the DMin Director to ensure that the student receives academic oversight and that all appropriate regulations are followed.

1.4.4 College Faculty Advisor: the College through which the student is admitted appoints the College Faculty Advisor. The College Faculty Advisor will be part of the student's ILP Committee and Comprehensive Examining Committee, as well as the Thesis Proposal Committee, providing continuity for the student throughout the degree program. The College Faculty Advisor must meet formally, either face to face or via email, with the student at least twice a year, especially at key points in the student's program (e.g., the approval stage of the student's Individual Learning Plan (ILP) in the first year, at the end of each academic year, at the assessment of their comprehensive paper, at the thesis proposal stage, and during the thesis).

1.4.5 Individual Learning Plan (ILP) Evaluation Committee: The ILP Evaluation Committee is comprised of the DMin Director, the student's College Faculty Advisor, and a DMin alumnus/ae appointed by the DMin Director. The ILP Committee will meet in the Fall of the first year, to assess the student's written ILP on the basis of (1) the student's discernment of their research interest, (2) the focus and coherence of the student's intended project of study, (3) the adequacy of the student's proposed learning plan, and (4) the practicality of the student's proposed learning plan (see §4.4 and §4.5).

1.4.6 DMin Comprehensive Examining Committee: The Comprehensive Examining Committee is comprised of the DMin Director, the student's College Faculty Advisor, and the Thesis Supervisor, if already determined, or possible Thesis Supervisor. As the student nears

the completion of their coursework (see §2.14.4), the DMin Director convenes this committee in order to set the content and timeline for the comprehensive. The Comprehensive Examining Committee, with the DMin Director as chair, then examines the comprehensive. It must be passed before work on the thesis proposal can begin. The final act of the Comprehensive Examining Committee is to officially recommend the student's Thesis Supervisor (or co-directors) to the DMin Director.

1.4.7 DMin Thesis Supervisor: Once the student has passed the comprehensive examination stage, they may proceed with their thesis proposal. The DMin Thesis Supervisor must have a full graduate faculty appointment with the Graduate Centre for Theological Studies (GCTS). The Thesis Supervisor oversees the student's progress through the thesis proposal, Action-in-Ministry, and thesis writing components of the program. The initial association of the student and the prospective DMin 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 CSM in writing. The DMin Director confirms the appointment of the DMin Thesis Supervisor. The Thesis Supervisor has primary responsibility for evaluating the academic quality of the written thesis (see §4.10). The DMin Director may approve a co-director where the student will benefit from the complementary expertise of two professors. In such cases, the DMin Director will determine which co-director has primary responsibility.

1.4.8 DMin Thesis Proposal Committee: The DMin Thesis Proposal Committee is formed upon successful completion of the student's DMin Comprehensive oral defence and is approved by the DMin Director. It is comprised of the Thesis Supervisor with full graduate status, a TST faculty member with full or associate graduate status (usually the student's College Faculty Advisor), a Collaborative Learning Group (CLG) representative from their learning cohort, and a representative from the student's Ministry Base Group (MBG). The TST faculty member acts as a reader and consultant to the student's Thesis Supervisor. The CLG and MBG members do not provide academic oversight to the student, but rather experience and support which compliments the pedagogy of the program. Members of the committee may confer separately with the student.

1.4.9 DMin Thesis Examining Committee: The DMin Thesis Examining Committee is formed when the student's research and thesis are complete, and the Thesis Supervisor has approved the thesis to move toward defence. The committee is comprised of the Thesis Supervisor, the Committee Examiner (usually the College Faculty Advisor), the Internal Examiner, a faculty person appointed by the School of Graduate Studies (SGS) at the UofT, and an External Examiner with expertise in the area of research. The student, in the preparation of the thesis, must have an arm's length relationship with the External Examiner. An arm's length relationship means the examiner does not know the student well, and more specifically, must not have consulted with the student during the preparation of the thesis. The DMin Director must verify the arm's length relationship of the External Examiner to the student before the Academic Committee of the CSM approves the committee. Finally, the student's college Graduate Director will chair the thesis defence.

1.5 Process for Student Supervision

1. When a prospective student completes the application form, the applicant will declare his/her preferred college of registration, and indicate in their personal statement which TST faculty member they would like to serve as their Thesis Supervisor. The Director of the DMin program will make an initial assessment of all applications. The colleges

will then receive the respective DMin applications from the DMin Director for approval and the assigning of a College Faculty Advisor (see §1.4.4). Once the college has agreed to admit the applicant, the Academic Committee of the CSM will deliberate in the same manner as the Admissions Committee of the GCTS. The official offer of admission letter is issued by the CSM (followed by an information package from the applicant's college). Admission decisions are final and are not appealable under §5.1. Successful applicants will be invited to participate in the spring orientation week.

2. All students will have an opportunity during the orientation week to meet with their College Faculty Advisor and/or the DMin Director to confirm their interest in the program and to reflect on whether this program and the student are a good match to fulfill the students' learning goals. The College Faculty Advisor will meet with the student during orientation week to familiarize him/herself with the study and research interests of the student and to advise the student of the resources of the college and TST. In the event that the College Faculty Advisor cannot meet with the student during the orientation week, the DMin Office will facilitate a meeting during the Summer Residential period. In addition to having a good working relationship with their College Faculty Advisor, DMin students should look for potential faculty with Graduate status 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 applied skills (like skills in research languages or knowledge of cognate disciplines).
3. The DMin Director will convene an Individual Learning Plan (ILP) Evaluation Committee (see §1.4.5) in the Fall semester, when the student's ILP is completed. For those students who are not within commuting distance of the city of Toronto, the review may take place via teleconferencing at the discretion of the DMin Director. The committee will meet together to discuss and review the ILP and make recommendations to the student regarding coursework and other pertinent aspects of their projected course of study. The DMin Director will act as chair. Where a face-to-face meeting with the student is not possible, the DMin Director will discuss the results with the student either online or by phone. The DMin Director, as chair of the committee, will forward the results to the DMin Office.
4. When the student has completed his/her coursework (excluding TSM5022H) and is ready to register for the comprehensive stage, normally in the second year of the program, the student will contact the DMin Director who will convene a DMin Comprehensive Examining Committee (see §1.4.6). The Committee, under the chair of the DMin Director, will meet with the student to consult on the student's bibliography and offer guidance. In situations where the student is unable to come to campus in person, the meeting may take place through teleconferencing at the discretion of the DMin Director. When the student believes that his/her comprehensive paper is ready for examination, s/he will notify the DMin Director who will reconvene the DMin Comprehensive Examining Committee. The Comprehensive Examining Committee will examine the paper and make recommendations. The Comprehensive Examination may take place through teleconferencing in situations where the student is unable to come to campus in person at the discretion of the DMin Director. If successful, the examiners will relegate the student to his/her DMin Thesis Proposal Committee and returns it to the DMin Office.

5. The DMin Thesis Proposal Committee (see §1.4.8), with the Thesis Supervisor (see §1.4.7) as chair, will meet to review the student's thesis proposal. In situations where the student is unable to come to campus in person, the meeting may take place through teleconferencing at the discretion of the DMin Thesis Supervisor. When the thesis proposal is deemed ready for final review, the DMin Director will convene an oral defence. The student will send a pdf copy of the thesis proposal to the DMin Office. The DMin Office will then forward the proposal to each member of the Thesis Proposal Committee and make one copy for the student's file. If the thesis proposal is deemed acceptable upon evaluation, the Thesis Supervisor signs the *Thesis Proposal Approval* form on behalf of the Thesis Proposal Committee.
6. Following approval of the thesis proposal the student must submit his/her proposed research project to the UofT Research Ethics Board (REB) for approval. Proof of approval of the research by the REB must be submitted to the DMin Director and the Thesis Supervisor before research begins. **Students are required to carefully examine the University of Toronto's website on Ethical Research to apply for an Ethics Review. See §4.8.6 of this Handbook for more information.**
7. After the thesis proposal has been approved and research authorization has been given by the UofT's Research Ethics Board for the candidate's REB protocol, the Thesis Supervisor will continue to meet regularly with the candidate to discuss their Action-in-Ministry research as it unfolds. When the Action-in-Ministry is completed, the candidate will write his/her thesis. The candidate and the Thesis Supervisor must determine their own way of proceeding at this point with respect to time, place, number and documentation of meetings; preparation for such meetings (e.g., having the candidate's questions or written work in advance, etc.); how the final text will be reviewed and prepared for submission for the oral defence, etc. The Thesis Supervisor will assess the candidate's final text according to §4.10 (*The DMin Thesis*) and, at the appropriate time, exercises his/her responsibility to declare whether the thesis is ready for oral examination. While the Thesis Supervisor is responsible for providing guidance and supervision of the candidate on their own, it may be advisable in some circumstances to ask some or all of the members of the Thesis Proposal Committee to continue in an advisory capacity. While the Thesis Supervisor and/or other members of the Thesis Proposal Committee are available to provide guidance and supervision to the candidate, it is important to stress that the candidate's own responsibility for his/her work at this point is paramount.
8. If required, changes in the membership of a DMin student's Comprehensive Examining Committee or 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. A change of Thesis Supervisor requires the approval of the GCTS Director. A change in Thesis Supervisor (if not at the student's college) will also require approval of the Dean/Principal of the student's college and the Thesis Supervisor's college.
9. **Two months prior to the submission of the DMin Thesis for oral defence**, the Thesis Supervisor must send notification to the DMin Director that the thesis is ready for submission. They must also, in consultation with the candidate, *suggest* a list of names for consideration as examiners for the final thesis (see §1.4.9). The Thesis

Supervisor will submit these names to the DMin Director. The DMin Director will submit the proposed DMin Thesis Examining Committee to the CSM for approval. Once the CSM approves the Thesis Examining Committee, the candidate may submit their thesis to the GCTS Office by the stated deadline listed on the TST website, provided they have an active registration on ROSI. Once the thesis is submitted following the process above, the thesis examination will take place, concluding with an oral defence. Failure to provide adequate notice of impending thesis submission will create delays in thesis defence scheduling process.

Section Two – Policies and Procedures

2.1 Admission Requirements

1. The applicant must have a baccalaureate degree from a recognized college or university and a Master of Divinity degree accredited by the Association of Theological Schools (ATS), or its equivalent, with a B+ average or better.
2. An applicant whose first language is other than English must provide evidence of ability to comprehend, speak and write English at the graduate level. One of the following will constitute *prima facie* evidence of such ability:
 1. Evidence of an earned degree 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;
 2. A satisfactory result on the Test of English as a Foreign Language (TOEFL). Applicants requesting the transmittal of results should use the TST institution code 0655 and the department code 99. On the paper-based TOEFL, the minimum satisfactory score is 580 with a 5.0 in the Test of Written English (TWE). On the internet-based TOEFL, the minimum satisfactory total score is 93, with at least 22 on the Writing section and 22 on the Speaking section;
 3. A grade of B in the advanced (level 60) Academic Preparation course in the English Language Program of the School of Continuing Studies of the University of Toronto, or equivalent standing at a comparable institution.

Even where an applicant has met the standards above, the 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 DMin student's College Faculty Advisor, or by the professor of a course in which a student is enrolled.

4. A minimum of three years' experience in the practice of ministry is required following the MDiv degree or its equivalency.
5. Be engaged in a ministry (normally full-time), which will serve as the ministry base during this period of advanced professional study.
6. Computer literacy: Online study will use the educational platform Portal/Blackboard and basic instruction will be offered using this software. It is expected that applicants have access to a stable internet connection in order to participate in online study and are proficient in utilizing online technologies, including updating software and accessing a variety of online programs.

2.2 Program Requirements

1. Full participation is expected in the Orientation Week process at the beginning of the program prior to the first academic year of study, normally in April.
2. Active participation in the Collaborative Learning Group during the Summer Residential periods and by connecting online or in person throughout the academic year.
3. The establishment and active participation of the Ministry Base Group for at least three years.
4. Successful completion of all core seminars and academic coursework, development and approval of an Individual Learning Plan (ILP), a comprehensive paper and oral exam, a thesis proposal and oral exam.
5. The student will be expected to research and write a DMin thesis and to participate in a final oral defence, at which the student must be present. The DMin thesis will be examined on the TST campus. Students are responsible for the cost of their own travel, accommodation and meals.
6. No languages other than English are required for entrance into the program or as part of the program requirements. DMin students are, however, encouraged to make use of materials related to their work in languages other than English and, should their thesis proposal require it, they may be asked to demonstrate competency in other languages relevant to their thesis topic.

2.3 Application Requirements and Procedures

Formal application to the DMin program is made using the TST online admissions application found on the TST website. Prospective applicants must consult with the DMin Director and the appropriate representative of their college of interest prior to making application to the DMin program. For information concerning the DMin admission process, see §1.5.1.

The application requirements consist of the following:

1. An application fee as specified on the online application page. Please see the TST website for more information on methods of payment.
2. Competence in English is required for those applicants whose first language is not English (see §2.1.2).
3. A 2-3 page *Curriculum Vitae*.
4. A personal statement, of no more than 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 AD faculty with whom the applicant may study;

- future plans for the applicant's practice of ministry.
5. A 15-20 page writing sample demonstrating independent research and writing ability.
 6. A 1 page selected bibliography of the applicant's current readings in theology or other fields related to their practice of ministry and research interest.
 7. Official transcripts: undergraduate, MDiv or its academic equivalent (pending approval by the CSM), and all other post-secondary study. Applicants must arrange to have official versions, photocopies or scanned copies of their complete academic records from all universities attended forwarded as part of their application.

Applicants who are offered admission pending receipt of final transcripts must submit one official copy of all their 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. Only after the 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.

8. Four letters of reference:

- Two academic letters of reference from faculty members who taught the applicant in the institution from which they received their MDiv (or equivalent degree);
- A Ministry Base Group (MBG) letter of support from a person in the applicant's intended ministry base. This individual assists 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.
- 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).

2.4 Special Admissions

In certain circumstances, students may be admitted into the DMin program with special conditions.

2.4.1 Special Admissions to the Program

1. **Probationary Admission.** Where an applicant for admission to the DMin program is deemed to have minor deficiencies in educational preparation or requirements, the Academic Committee of the CSM may admit the applicant on probation for one or two semesters under this category. If at the end of this time the student has satisfied the terms of the probation, the special condition will be removed. Courses which the student has completed, and the semesters during which the student has taken full-time studies under this condition will count

towards the fulfillment of course and residence requirements for the DMin degree. A student may not be registered as probationary for more than three trimesters.

2. Admission with preparatory work. Where an applicant for admission to the DMin program is deemed to have strong potential for doctoral studies but significant deficiencies in educational preparation or requirements, the Academic Committee of the CSM may admit the applicant to the program with the condition that he or she takes prescribed preparatory work. The courses that a student is required to complete under this condition are not credited towards the requirements for any degree. If necessary, some adjustments might be made to the time limits for the various stages of the program in consideration of the additional work required.

3. Late Applicants. In exceptional and compelling circumstances, late applications to the DMin program will be considered for special action. If, in the opinion of the DMin Director, the applicant clearly meets the requirements for admission, the application must be considered by the Academic Committee of the CSM at its next scheduled meeting and before the Summer Residential session.

2.4.2 Restrictions

Change of status. The college of registration and the Academic Committee of the CSM must approve any change of student status under §2.4.1.

2.4.3 Limitation

Admission to the DMin program is admission to begin coursework in the first year 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.

2.5 Request for Reconsideration of Admission Decision

An applicant may request the reconsideration of a decision by the Academic Committee of the CSM. The applicant must make such a request in writing to the DMin Director in a letter delivered or postmarked within thirty-five days (for overseas students, within forty-five days) of the postmarked date of the communication of the decision in question. The request must state in full the grounds for the request. The Academic Committee of the CSM will consider the request and make a final determination. Decisions made by this committee concerning admissions and related matters are not subject to appeal under the terms of §5.1 of this Handbook.

2.6 Registration

2.6.1 Maintaining Registration

After entering the DMin program, the student becomes a degree candidate, and is expected either to pursue their studies as a full-time occupation by maintaining full-time registration until all degree requirements are satisfied or to withdraw from the program.

2.6.2 Demonstrating Continuing Involvement in the Program

The normal way to maintain registration is to demonstrate continuing involvement in the program, which the student can do by meeting at least the following minimum requirements.

1. The student must ensure that s/he has a current program registration in each semester of study. S/he must have continuous registration during their program unless they are on an authorized leave of absence (see §2.7). Registration takes place in May (Summer session) and September (Fall session). Students register in September for both Fall and Winter courses. Registration for Summer courses takes place in the spring

once the Summer course schedule has been published. Students must attend all the Summer core courses to meet the residency requirement of the program.

2. The student must pay prescribed fees by the published deadlines. Students in arrears will not be permitted to register in the following semester.

3. The student must be in contact at least once a year with a professor who has a supervisory role over his/her studies, such as the DMin Director, the College Faculty Advisor, or the Thesis Supervisor. Students may also be required to be in contact with their college registrar, as required.

4. The student must maintain a current, valid postal address, as well as a UofT-issued email account. The student must ensure, by providing this information to the UofT's student information system (currently ROSI, accessible to students through the Accessible Campus Online Resource Network/ACORN), that TST has access to these addresses. *Email communication with DMin students will take place only through their UofT-issued email account.* Students are expected to monitor and retrieve their mail, including their electronic messaging account issued to them by the University, on a consistent basis. A student has the right to forward his/her UofT-issued email account to another electronic mail service provider address but remains responsible for ensuring that all TST email message communication sent to the official UofT-issued account is received and read. A student who fails to monitor his/her email account as recorded on ROSI/ACORN for such correspondence incurs many risks which may include financial penalties, lost credits, and jeopardy to his/her program. Finally, the student must honour the guidelines on Appropriate Use of Information and Communication Technology (available on the website of the Office of the Vice-President and Provost: <http://www.provost.utoronto.ca/policy/use.htm>).

2.6.3 Minimum Course Load

Students in the course stage of their program must have a minimum of 1.0 TST FCE course registration per semester.

2.6.4 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 following the defined program length, until the program is completed. In the DMin program, full-time program length is associated with Minimum Degree Fee that is based on Summer session as the start of the program.

2.7 Leave of Absence

A student who will not be continuing his/her involvement in the program for a period of time may maintain candidacy 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 Graduate Director at 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 one 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 Academic Committee of the CSM 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. Outstanding SDFs must be addressed prior to a leave of absence being approved. A student on 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.

2.8 Lapsed Candidacy

Where on May 30th a student has failed to meet the requirements for maintaining registration for the current academic year, the DMin Director will make a reasonable effort to contact the student in order to determine whether the student intends to maintain registration or to withdraw. When contact cannot be made or no satisfactory response is received, the student's registration lapses. The student is then withdrawn from the program. A student who has exceeded the maximum time limit for the completion of the degree, including extensions, will be subsequently withdrawn from the program.

Students who fail to register during their program and who do not have an approved Leave of Absence may apply to re-register only 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 approved Leaves of Absence). Lapsed DMin students may re-register only commencing in the Summer and Fall semesters.

A student wishing to re-register must first petition the DMin Director. Reinstatement then requires approval from both the student's college and the Academic Committee of the CSM. 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 sessions(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. A student who has lapsed has no library privileges, and may make no demands upon faculty resources.

2.9 Time Limits

2.9.1 General Rule

A doctoral student should remain in the program long enough to benefit from the influence of the academic community, but not so long that the integrity of the educational experience is imperiled. For this reason, time limits are imposed. The minimum time required for the completion of the DMin program is three years from first registration, and the maximum time is five years from first registration. The student has three years from first registration to complete all courses, and comprehensive examination prescribed for the degree. If the student is unable to meet this requirement, s/he must seek and receive an extension. Otherwise, candidacy expires. Completion of the thesis proposal, Action-in-Ministry project, and the writing of the thesis take place subsequently within the timeframe allotted. If necessary an additional year may be granted for the student to complete all the requirements (see §2.9.2). The student must obtain a course average of B+ to remain in good standing.

2.9.2 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 form to the DMin Office. In the form, students must show evidence that any remaining degree requirements will be completed during the period of extension.

A program extension is granted for one year at a time beginning in 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 DMin Director and GCTS Director. 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.

2.10 Withdrawal

A student wishing to withdraw from the program must complete the *Withdrawal from Program* form and submit it to the registrar of their college of registration, who will in turn 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. A student who withdraws may petition the DMin Director for readmission at a later date. Requests for re-admission are treated as new admissions, and will made in competition will all other applications before the start of the Summer session. Readmission decisions are made by the Academic Committee of the CSM with the recommendation by the student's initial college of registration. Re-admission decisions are not subject to appeal.

2.11 Grades

All courses must be completed with a grade of at least a B- (70) to count as credit towards an advanced degree program. However, students must maintain a B+ (77) average to proceed to the thesis proposal stage of the program. The grade scale is as follows:

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

As a rule, letter and number grades are assigned for all courses. The comprehensive, thesis proposal, and thesis are passed or failed, without any number or letter grade.

2.12 Non-Grade Categories

All non-grade course reports may be entered on ROSI by the college registrar subject to the policies in §2.14 (*Course Deadlines*).

The grade SDF (standing deferred) is given 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. A grade of SDF must eventually be changed to a letter and number grade, or to an INC (permanent incomplete).

An INC (permanent incomplete) is assigned in special circumstances where course requirements have not been completed but a failing grade is inappropriate or unwarranted (e.g., medical reasons, etc.). An INC carries no credit for the course and is not considered for averaging purposes.

A WDR (withdrawn) is assigned when a student has withdrawn from a course with no academic penalty.

2.13 Minimum Grade Average

All courses must be completed with a grade of at least B- (70) to be credited to the required courses of a doctoral program. Further, the student must obtain an overall average of B+ (77) on all courses required in the DMin program, with no grade below B- (70) in any course, in order to proceed to the comprehensive stage. If a student receives a failing grade (FZ or less than 70) in any course, the student's College Faculty Advisor will review the student's performance in the program and make recommendations to the DMin Director and the Academic Committee of the CSM. The recommendation will normally be that the student's candidacy 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 Academic Committee of the CSM will make a final determination about the student's status in the program. If the student is allowed to continue, he or she must repeat the relevant course or replace it with another course, and obtain a satisfactory grade. The failing grade will continue to appear on the student's record.

2.14 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.

2.14.1 Extensions

Students are expected to meet the course deadlines, both of the TST and of the colleges in which they are registered, and are advised to plan their coursework accordingly. Students who find themselves unable to meet TST deadlines for completing coursework can, under certain conditions, receive extensions for completing the work after the dates set by TST. All deadlines set can be found under "Key Academic Dates" on the TST website at <http://www.tst.edu/academic/key-academic-dates>.

1. Grade Submission

Grades must be submitted by the faculty the following dates:

Sept. 8, 2017	All Summer session (Y, H) courses, including TSM5020, TSM5021, TSM5022, and all Summer session extended reading and research courses
Jan. 5, 2018	Fall session (Y, H) courses
Apr. 20, 2018	Fall/Winter session (Y) and Winter session (Y, H) courses

Colleges may establish earlier deadlines for the completion of coursework and the submission of grades. The coursework submission deadline is the last day of exam week or earlier if stated in the course syllabus. Please confirm such deadlines with the instructor of the course. 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.

2. 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 the coursework deadline as stated in the course syllabus or prior to the existing extension deadline.

3. Petitions

The authority to grant an extension for the completion of work in a course beyond the original TST deadline for that course rests with the DMin Director, not the instructor of the course. Students must make their petition using a standard form found on the TST website.

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

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

4. 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 DMin Director 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.

5. Time Limits. If the DMin Director grants a petition for an extension (see §2.14.1.3), she/he must specify an extension period, which is not to run beyond the TST deadline for completion of coursework and grade submission following the original TST deadline for the course. Thus, the deadlines for course extensions are as follows:

Jan. 5, 2018	All 2017 Summer session (Y, H) courses, including TSM5020, TSM5021, TSM5022, and all Summer session extended reading and research courses
April 20, 2018	Fall session (Y, H) courses
As published on the TST website under “Key Academic Dates”	Winter session (Y, H) courses
As published on the TST website under “Key Academic Dates”	All 2018 Summer session (Y, H) courses, including TSM5020, TSM5021, TSM5022, and all Summer session extended reading and research courses

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

Extensions beyond these deadlines will require the approval of both the DMin Director and the GCTS Director.

6. Failure to Meet Deadlines. When a student has not completed requirements by the end of the examination week and an extension has been granted, the temporary non-grade course report SDF is assigned. If a student has not submitted any outstanding coursework by an established deadline (either the course deadline, the end of the academic year, the absolute deadline, or other approved extension deadlines), the professor’s submitted grade will 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.

2.14.2 Course Registration with One or More SDFs

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

2.14.3 Absolute Deadlines

1. Absolute Deadline for TST Courses: There is an absolute deadline, beyond which extensions cannot be granted, except by petition to the Academic Committee of the CSM. The absolute deadline for the submission of work for courses taught in the Fall semester is November 1st of the following year; for courses taught in the Winter and Summer semesters it is March 1st of the following year. It is expected that the absolute deadline will be rarely utilized.

2. Absolute Deadline for Courses taken Outside the TST: A student taking a course offered by the School Graduate Studies or another entity outside the TST having an earlier absolute deadline than that defined above is bound to that earlier deadline. 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 SGS).

3. Permanent Incomplete: This is a final report where coursework is not completed by the deadline, but where there are not grounds for assigning a failing grade. Examples of appropriate circumstances for assigning an INC are significant medical difficulties, compelling compassionate reasons, and a substantial change in the student's situation. This report can be assigned only with the agreement of both the instructor of the course and the DMin Director or other designated official of the student's college of registration. INC carries no credit for the course and is not considered for averaging purposes.

2.14.4 Registration Procedures for Extended Completion of Coursework

A student who has taken and received final grades for all courses required for his or her program, excluding TSM5022H, may proceed to the comprehensive examination stage. The student is responsible for ensuring that they are continuously registered throughout their program of study. If a student does not have courses or is not registered for their comprehensive, the student is responsible for contacting the registrar of their college of registration to ensure that continual registration shows on their academic record by the use of an approved TST placeholder. Details for such registration can be obtained from the DMin Office and/or the registrar of the student's college of registration.

2.15 Advanced Standing / Transfer Credits

The Academic Committee of the CSM decides the number of units of advanced standing or transfer of credit that are allowed for incoming students as long as the combined total of such units does not exceed two (1.0 full-course equivalent (FCE) or 25% of the course requirements for any degree, whichever is greater). Courses permitted under the provisions of §2.19 (*Study outside TST*) are not subject to this paragraph. Courses recognized under the provisions of advanced standing or transfer of credit must have been completed within five years of the first year of a student's registration in the program.

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.

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.

2.16 Reading and Research Courses

Students may take reading and research courses from TST faculty with full or associate graduate status only. In order to register for a reading and research course, students must fill out a *Reading and Research Course* form, obtain the proper signatures, and send it to the DMin Office for the DMin Director's approval. Once approved, the course is registered by the student's college registrar. The number assigned for the course will be TSX7090H/Y, TSX7091H/Y, or TSX7092H/Y. 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.

2.17 Extra Courses Not Required for the Degree

The CSM 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.

2.18 Auditing of Graduate Courses

The college 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. 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.

2.19 Study outside TST

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. 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 fees charged by that institution are the responsibility of the student.

A student taking a course offered by the School of Graduate Studies (SGS) or another entity outside the TST 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 trimester 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.

2.20 Financial Assistance

Students requesting financial aid may apply for bursary assistance. Information concerning bursary assistance can be found on the TST website. Students should also contact their college to explore other financial aid opportunities.

2.21 Tuition Fees and Other Charges

A schedule of approved tuition fees is published annually on the TST website (<http://www.tst.edu/academic/financial-information/current-tuition-fees>).

Section Three – DMin Program Outline

3.1 Chart Sequence of Study for the DMin Program

Phase I: Orientation

Year 1: Spring-Summer

Week One (April) – Admissions Process

Introduction and Orientation
 The DMin Program and Handbook
 Applied Research
 Collaborative Learning
 Practical Matters: TCard; Registration (ACORN); Communication; Blackboard/Portal
 Library Introduction and Tour
 Next Steps

Phase II: Coursework

Week Two

Week Three

<i>Morning Session</i>	<i>Afternoon Session</i>	<i>Morning Session</i>	<i>Afternoon Session</i>
<i>TSM 5020H (Core Course 1)</i>	<i>Theological Reflection in Problem-Based Learning and Research</i>	<i>TSM 5020H (Core Course 1) continued</i>	<i>The Individual Learning Plan</i>
<i>Contextual Theology</i>			

*Assigned Core Course Work (ILP to be approved by December)
 Continuation of Collaborative Learning Group and Ministry Base Group
 September – Begin Elective Courses
 April – MBG Report*

Year II: Summer

Week Four

Week Five

<i>Morning Session</i>	<i>Afternoon Session</i>	<i>Morning Session</i>	<i>Afternoon Session</i>
<i>TSM 5021H (Core Course 2)</i>	<i>Comprehensive Preparation</i>	<i>TSM5021H (Core Course 2) continued</i>	<i>Comprehensive Preparation</i>
<i>Theology of Ministry</i>			

*Assigned Core Course Work, Elective Courses
Continuation of Collaborative Learning Group and Ministry Base Group
April – MBG Report
Comprehensive Paper and Examination*

Year III: Summer

Week Six

Week Seven

<i>Morning Session</i>	<i>Afternoon Session</i>	<i>Morning Session</i>	<i>Afternoon Session</i>
<i>TSM 5022H (Core Course 3)</i>	<i>Thesis Proposal Preparation</i>	<i>TSM 5022H (Core Course 3) continued</i>	<i>Thesis Proposal Preparation</i>
<i>Qualitative Research and Design</i>			

Phase III: Thesis Requirements

*Collaboration with Thesis Proposal Committee
Thesis Proposal and Evaluation
Action-in-Ministry and Thesis*

Section Four — Program Components and Evaluation Procedures

4.1 Summer Residential

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. 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 for three years. During these times students will participate in courses, communal life, independent study, and faculty consultation.

4.2 Self-Study and Peer Collaboration

The DMin program is a distinct kind of advanced theological study in that it insists on relating theological study with the practice of ministry. At its core is a commitment to the critical theory-practice correlation carried out in a collaborative adult learning process. As such, it relies on the regular interaction of the student's theological learning with other people (e.g., teachers, peers in the program, and the ministry base group participants). The Collaborative Learning Group and the Ministry Base Group are an integral part of the DMin program and helps the student to achieve his/her goals.

The Collaborative Learning Group (CLG): The CLG is composed of students who have entered the program concurrently. The purpose of this peer group throughout the first three years of the program is to support students in their program and to aid in the student's critical reflection on their practice of ministry and research interest. In the third year each student chooses a representative from the group who continues with him/her in a consultative capacity for the duration of the student's studies. Depending on the enrolment numbers, students may be divided into smaller groups in order to facilitate easier peer collaboration. The formation of the CLG occurs during the first residential periods. *At this time, the CLG drafts a "communications covenant."* The intention of this agreement is to provide support to the student during the program through ongoing group correspondence.

The 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 in April 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.

4.2.1 Purpose of the MBG

- The MBG is the link between the student's program of study and his/her context in the practice of ministry.
- The MBG supports the student through the various phases of the program by being present, giving time, providing affirmation and encouragement, and by challenging and critiquing of the student's work.
- The MBG promotes the integrative learning of the student by serving as a ministry-based dialogue partner on the implications of practice for study and study for practice.
- The MBG is a forum for mutual education as it is a significant dialogue partner for the student on issues relevant to the practice of ministry in today's church.
- The MBG engages in evaluating the student's progress through the program from the ministry base group's point of view.
- The MBG acts as a liaison between the student and members of the student's congregation/ministry-base in order to facilitate understanding of the student's academic commitments.

4.2.2 Choosing the Group Members

Criteria for choosing MBG members differ according to each student's needs and circumstances. Some factors to consider include:

- a workable number with some variety of experience, age range, gender balance, gifts, expertise, and skills that will be helpful to the student throughout the program;
- individuals who are familiar with the student's ministry or have a strong interest in it to ensure focus and mutual growth;
- people who have a faith commitment and are interested and willing to share their faith in the MBG setting;
- people willing to offer honest critique and challenge.

4.2.3 Expectations

It is important that the Ministry Base Group understand its commitment to the student. The following is expected:

- regular meetings, approximately two hours in length, must occur once a term (or three times in an academic year for the first two years of the program). A chair must be designated to lead the meetings, thus leaving the student free to participate in discussions;
- at the outset, some kind of agreement or covenant should be formulated to establish the way the group will function together, including a common understanding of confidentiality, the time commitment, the sharing of responsibilities (such as facilitation, notes or minute taking, hosting, etc.), the topics for the meetings, and the method to be used in evaluating the student;
- a brief, written, and anecdotal evaluation of the student must be submitted in April of his/her second year and third year to the DMin Director;
- the student is responsible for educating the MBG on the purposes, phases, and dynamics of the DMin program.

4.2.4 Format of the Meetings

The format of meetings will differ according to the group, although it is hoped that the meetings will follow principles for adult learning. Some components that could be included are:

- prayer;
- an update report by the student;
- some form of group check-in;
- a topic for extended reflection, often arising from a previous meeting (e.g., the DMin program, the student's work in the program, an issue for theological or pastoral exploration, etc.);
- a review and evaluation of the meeting.

4.3 Coursework

Students are required to take two core courses and four advanced degree academic courses in the first two years of the program. Deepening personal and professional integration, social analysis, theological reflection, and qualitative research methodology are emphasized through the coursework. The primary objective of the coursework is the development of the student's ability to relate theory and practice with respect to her/his practice in ministry, the articulation of a coherent theology of ministry, and the identification and design of the DMin thesis proposal. In order to complete the four advanced degree electives, students may enroll in regular advanced degree courses (i.e., 5000/6000 level), or take reading and research courses (i.e., 7000 level). However, if the student is completing these courses from a distance, they must be taken as reading and research courses (i.e., 7000 level), depending on the availability of faculty. Courses also may be taken at another recognized university (see §2.19). Those taken at another institution must receive prior approval from the student's College Faculty Advisor and the DMin Director. Furthermore, the instructor must have the equivalency of either a full or associate graduate faculty appointment with the Graduate Centre for Theological Studies (GCTS). The costs of such courses are the responsibility of the student and are not included in DMin program tuition fees, unless the course is taken at an affiliate college during the Fall/Winter semesters.

4.3.1 Three 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

The 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.

4.3.2 Four Electives

Each student must take four elective courses at the advanced degree level within their field of research. Advanced degree level courses include regular 5000/6000 level courses, or 7000-level reading and research courses. All four electives may be taken at any one of these levels. These courses will be determined during the student's first year in the program and will make up part of the student's ILP. 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. The DMin Director must approve all course changes after the student's ILP has been approved.

4.4 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 superior 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 TSM5021HF (Theology of Ministry).*

Developing the Individual Learning Plan (ILP):

4.4.1 Personal Identification: Include your name, address, phone, college of registration, and a short statement that articulates who you are.

4.4.2 Introductory Section

a) Ministry Base – Provide a brief description of your ministry base setting and indicate your responsibilities.

b) Research Interest – Give a brief description of your research interest, explaining as best you can why it is, at this point, an issue of deep concern for you and how it arises from your experience of ministry and/or your own faith journey.

4.4.3 DMin Learning Objectives: Specify your particular learning objectives for advancing your personal, professional, and theological integration in relation to achieving a higher level of competence in the practice of ministry.

4.4.4 Applying DMin Resources to Realize Objectives

- a) **The Collaborative Learning Group (CLG):** Based on your experience thus far, please make a brief reference to the CLG and how you might see it serving your learning objectives.
- b) **The Ministry Base Group (MBG):** Provide a brief description of your MBG including its members, your reason for selecting said members, expectations regarding meeting times, procedures, methods of evaluating your DMin work in relation to your practice of ministry context, etc. State how you see the MBG serving your learning objectives.
- c) **Three Advanced Degree Core Courses:** For each of the three following courses, please provide the course number, title, professor and a brief indication of how you see them serving your learning objectives.
- *TSM5020H: Contextual Theology*
 - *TSM5021H: Theology of Ministry*
 - *TSM5022H: Qualitative Research and Design*
- d) **Four Additional Advanced Degree Courses Related to Student's Research Interest:** For each of these elective courses specify the projected title, professor, time frame, description, specific learning objectives, and methods of evaluation. Professors for these courses must have either a full or associate graduate (AD) faculty appointment with the Graduate Centre for Theological Studies (or their equivalent in another university context). If an elective is a reading and research course please specify the possible title, professor, time frame, description, and specific learning objectives. The *Reading and Research Course* form is available on the TST website.

It is singularly important that the courses be chosen or shaped by your research interest in order to provide the challenging perspectives, theoretical knowledge, and skills needed to carry out your DMin research. Avoid the temptation of choosing elective courses that are too divergent from your research interest. Courses are intended to equip you to establish your theology of ministry, generate sources to be used in the thesis, carry out your research interest, and used in the writing of the comprehensive paper (see §4.6).

- 4.4.5 **Other Remarks:** Comment, if you wish, on any other ways you intend to meet your learning goals and objectives or on anything that you think is important to assist your ILP Evaluation Committee in assessing your Individual Learning Plan.

4.4.6 The ILP Approval Process:

The student will work on their ILP individually first. Early drafts will be submitted to the CLG for critical evaluation and revisions. When the final text is ready, the student will submit a digital copy of their ILP to the DMin Office for circulation to the ILP Evaluation Committee. For those students not within commuting distance of the TST, the evaluation will take place via teleconferencing. After the evaluation, each student will receive a copy of the *ILP Evaluation* form for his/her records.

4.5 Evaluating the Individual Learning Plan (ILP)

The student's ILP Evaluation Committee reviews and approves the student's Individual Learning Plan (ILP). The ILP documents the student's personal and professional context, his/her learning goals and spells out the use of resources for meeting the student's particularized learning objectives as expressed within the general goals and requirements of the DMin program. The following factors are taken into account in assessing the student's ILP.

4.5.1 Discernment of the Research Interest

An issue of deep and abiding concern, arising from the student's practice of ministry, must be identified for special study. This interest should have some boundaries that distinguish it from other aspects of the student's practice of ministry. The DMin thesis topic, to be expressed more precisely in the thesis proposal stage, will be carried out within this research interest. Thus even though the student does not yet have a well-focused thesis question, the research interest must be described fairly clearly at the beginning of the student's DMin studies since it functions as a guide for determining the adequacy of the self-selected components and flow of the ILP.

4.5.2 Focus and Coherence

The DMin program assumes that the student has a basic biblical, historical, pastoral, and theological background as well as a certain range of experiences and expertise in the practice of ministry. Unlike the PhD or the ThD, the DMin does not require the student to gain extensive breadth in an area. Rather the DMin builds on the student's existing strengths in theory and practice and concentrates on a specific aspect of the student's practice in order to increase competency through deeper awareness, critical reflection, and an integrative habit of action and reflection. The ILP must reflect *focused* energy, something not always easy to achieve for persons who are often pulled in many directions in the practice of ministry. The elements of the ILP must reflect *coherence* around the student's focused research interest. The DMin program should not be used to meet wide ranging and perhaps divergent interests and needs of the student however legitimate these needs and interests may be. Rather the ILP lays out the plan for equipping the student to study his/her research interest, which leads, in their third year to an even more focused thesis question.

4.5.3 Adequacy of the Plan

The ILP must give a clear indication of the knowledge and skills needed to equip the student to carry out their research interest. These include indications of personal growth and development, a deepening professional competency in social analysis and theological reflection, the study of relevant biblical and theological themes and any other pertinent theory and research methodology.

4.5.4 Practicality

Over ambitious goals will prove to be unrealistic or beyond the scope of the DMin program. The ILP must be a realistic and manageable program of study aimed at the student achieving the personal, professional, and theological knowledge and skills needed for pursuing their research interest.

4.5.5 Options for Evaluating the Individual Learning Program

- **Accept with no required changes.** The committee may offer suggestions, but no changes are required.
- **Accept with minor corrections required.** The committee must state *where* and *why* changes are necessary. The DMin Director supervises revisions.

Non-acceptance. This judgment is a warning that the direction of the ILP has serious problems. The student should re-consider participation in the DMin program. If the student decides to continue, a new document must be submitted within **three months** of the initial evaluation and another meeting will be held with the original committee, if possible.

4.6 The DMin Comprehensive Paper and Oral Defence

Upon completion of all coursework, with the exception of *TSM5022H: Qualitative Research and Design*, the student must complete a 30-40 page comprehensive paper. **When the student is ready to write the paper**, s/he will (1) register for the comprehensive stage (TSM5023H) by filling out and submitting the *DMin Comprehensive Registration* form to the DMin Office, and (2) will contact the DMin Director, who will convene and chair a DMin Comprehensive Examining Committee. The student will collaborate with his/her Comprehensive Examining Committee *only* at the beginning stage of the comprehensive to review the student's coursework and determine how the student may enhance the theory, bibliography, and direction of the final paper. When the student determines that the paper is ready for examination, s/he will contact the DMin Director who will reconvene the Comprehensive Examining Committee for the examination. Successful completion of the comprehensive will determine the student's ability to begin the thesis proposal. Upon successful completion of the comprehensive, the work of the Comprehensive Examining Committee is complete.

4.6.1 Purpose

The DMin comprehensive paper is a major integrative research paper (maximum 40 pages, excluding bibliography) that demonstrates the student's critical research and writing skills, 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. Thus the student will write and defend an analytical essay covering the bibliographical and historical sources upon which the thesis will draw and demonstrate an awareness of the presuppositions, historical background, and critical issues involved in the proposed topic; the student is expected to demonstrate the cross-disciplinary links between theology and the cognate discipline(s).

The DMin comprehensive paper must be written without detailed consultation from the Comprehensive Examining Committee. The paper is defended in an oral defence before this committee. There is no grade for the examination, but is either approved or not approved, and includes a brief assessment of the examination.

4.6.2 Elements in the Paper

A. Current Context of Ministry (3-5 pages):

- a brief description of your current context for the practice of ministry, including your particular ministerial responsibilities;

- a brief description of the nature and purpose of ministry, as it is applicable to your particular field of ministry (e.g., ordained, lay, education, chaplaincy, social work, etc.);
- a critical analysis of your current ministry context and practical approach to ministry: this would include a reflective presentation of the resources of the DMin program (e.g., theological, biblical, historical, and pastoral resources) engaged in a meaningful dialogue with extra theological resources (e.g. psychology, sociology, art, science, etc.) so to demonstrate that you have an enriched capacity to probe and understand your practice of ministry more deeply;
- a brief, coherent treatment of the relationship between your theology of ministry and your developing research interest in the DMin program.

B. Research Interest and Project (20-25 pages):

- a statement of your research interest and project, and review and synthesis of the scope of the research literature that supports this project;
- an articulation of a thesis statement indicating the theoretical framework that grounds and informs your practice of ministry and subsequent research interest;
- a critical analysis of the *breadth* of the area of specialization which indicates your ability to undertake independent research and demonstrates your familiarity with areas that lie outside your specific specialization;
- a clear demonstration that you understand the *integrity* of your area of specialization by making use of its methods, norms, and sources;
- an identification of the *context* of the area of specialization, by recognizing its dependence on the wider life of the Church, other academic cognate disciplines, and various epistemic presuppositions, including your own personal perspective.

C. Conclusion (2-3 pages):

- a brief treatment of the next steps you will undertake and your hopes for your research.

D. Selected Bibliography (6-10 pages):

- your bibliography must be current as well as foundational, and should include books, periodical literature and electronic resources.

4.6.3 Style and Format

Both the paper and the bibliography must adhere to correct essay style and form as set out in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations Edition 8* (Chicago: University of Chicago Press, 2013). The comprehensive paper must have a cover page, be typed, and double-spaced. It must be in correct form regarding margins, font size, quotations, references, paraphrasing, footnoting, spelling, grammar, and punctuation. With respect to composition, the paper must be clear, comprehensive, coherent, and cohesive. The paper must have highlighted headings and a clearly developed theme/thesis presented in a scholarly manner.

4.6.4 Time Limit to Complete Comprehensive Stage

It is expected that the student will complete the comprehensive stage of the DMin program by the end of their second year. However, the student must make the first attempt at the

comprehensive examination within three years of entrance into the DMin program (or, if the student has had a leave of absence, at a commensurately later date). If the student will not be able to meet this deadline, s/he must, before the deadline, request an extension. The DMin Director may grant an initial one-year extension. To request such an extension, the student must complete the appropriate form (i.e., *Request for an Extension to Complete Comprehensive Examination [first extension]*). If the student requires a second year's extension, s/he must complete the appropriate form (i.e., *Request for an Extension to Complete Comprehensive Examination [subsequent extension]*), and submit it to the college Graduate Director and DMin Director for approval. If the student requires a third year's extension, he or she must make the request to the DMin Director through the college Graduate Director, providing a letter describing the need for the extension. Except as provided herein, a student who fails to meet the deadline for the first attempt at the comprehensive examinations will not be permitted to proceed further in the program.

4.6.5 Requirements for Completion of Comprehensive Stage

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

1. Minimum Grade Average. In order to advance to the thesis proposal stage of the program, a student must pass his/her comprehensive examination (including the oral evaluation), and must obtain an overall GPA of at least a B+ (77% or higher) in the coursework stage of the program.

2. Failure. 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. In the event that the student fails the comprehensive examination on the second attempt, he or she will not be permitted to proceed further in the program and will be withdrawn according to the policies and procedures of §2.11 (*Grades*).

4.7 Evaluating the DMin 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.

The oral defence of the comprehensive paper, with the DMin Director as chair, will be approximately two hours in length. After the examination, the examiners will determine whether the student has met the requirements established in *The DMin Comprehensive Paper and Oral Defence* (see §4.6), 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 (see §4.6.5.2). The DMin Comprehensive Examining Committee must reconvene and re-examine the revised comprehensive paper.

Once the comprehensive examination is complete, the chair of the DMin Comprehensive Examining Committee will submit the *DMin Comprehensive Approval* form directly to the DMin Office. The DMin Office is responsible for entering the comprehensive approval on ROSI. The DMin Office will then forward a copy of this form to the student's college of registration and to the student for their records.

4.8 The DMin Thesis Proposal and Oral Defence

At the beginning of the DMin thesis proposal stage, students must complete the DMin Thesis Proposal Committee form found on the TST website and send it to the DMin Office. The DMin Director will confirm the committee correctly constituted as per §1.4.8. The purpose of the DMin thesis proposal is to set forth the research problem and the thesis statement. It contains a clear statement of the ministry base context, the theoretical framework and theological assumptions at work in the study, the Action-in-Ministry to be undertaken, the qualitative research method for conducting and analyzing the project, projected outcomes, the Research Ethics protocol, and a working bibliography. The thesis proposal evaluation consists of a written thesis proposal followed by an oral defence. When the student and his/her Thesis Supervisor deem that the proposal is ready, it will be examined by the Thesis Proposal Committee, with feedback provided to the student, and the results forwarded to the DMin Director. The proposal should be submitted at the end of the third year of the program (the comprehensive must be completed *before* the thesis proposal can be examined). The thesis proposal, excluding bibliography and appendices, must be typed, double-spaced, and no more than 4000 words in length. The proposal must include a title page (see Appendix 2).

A basic chapter breakdown of a quality DMin thesis will include, for example:

- Chapter 1: Introduction (background and context with thesis statement)
- Chapter 2: Theoretical Exploration: Theology of Ministry and the Area of Specialization
- Chapter 3: Methodology (of Action-in-Ministry)
- Chapter 4: Results (of Action-in-Ministry)
- Chapter 5: Analysis and Application of Results and Limitations of the Study
- Chapter 6: Conclusion, Implications and Further Questions

It is between the student and the Thesis Supervisor to determine how the essential components of the thesis proposal (listed below) will fit within the basic chapter breakdown of a quality DMin thesis.

Essential Components of the Document:

4.8.1 Background and Context of the Applied Research Thesis

Describe the context in which you will be conducting your research. Provide a brief description of your ministry base, including relevant geographical and social characteristics as well as some indication of your own responsibilities in the ministry base.

Describe briefly your research interest and how it arose from your practice of ministry and your faith journey. Your research interest must be considerably narrower than your practice of ministry as a whole, but it will be broader than the specific question you want to study.

4.8.2 Thesis Statement

The thesis statement is a proposition that you intend to demonstrate in the course of the thesis. It responds to the research problem you have defined. The thesis statement must be verifiable

and, in principle, falsifiable. The body of the thesis must be organized to demonstrate the truth of your claim. When writing the thesis statement, state the problem as briefly and concisely as possible. For example, “Through this study I will show w and x, by doing y and z...” Or, “In this study I will argue a in order to demonstrate b and c...” The thesis statement is fundamental because it is the lens from which the rest of the proposal is read for adequacy, clarity, coherence, and value. Expand on the statement as appropriate, including related questions or hypotheses you have about your study that you intend to explore.

Criteria for an Acceptable Thesis Topic

An acceptable thesis topic will meet the following criteria:

- the topic relates to an area recognized by the DMin program;
- there is a sufficient body of material concerning the topic to warrant a thesis;
- the research method to be employed is appropriate and comes within the scope of the program;
- the topic is sufficiently focused and manageable to allow the student to develop a thesis statement.

4.8.3 Theoretical Framework and Assumptions Involved in the Study

a) Theory at Work in the Study

Indicate the biblical, historical, pastoral, and theological issues or themes implicated in your study. Which of these will you develop and use in your study and why? Give some indication of the theological stance or viewpoint that will be operative in your study. How is your theology of ministry operative in your study? If applicable, what other theory bases or cognate disciplines besides theology are operative in your study (i.e., personal, educational, psychological, sociological, organizational, etc.)? What aspect or angle of such a theory base will you be using? Who are the key authors that you will use?

b) Assumptions Operative in the Study

From the theory bases indicated above, formulate the key assumptions that underpin your study. In short, indicate the interpretative stance(s) that will be guiding you in your study. Summarize these key assumptions in a few brief and clear statements.

4.8.4 Action-in-Ministry Component

Foundational to the DMin thesis is the Action-in-Ministry and qualitative analysis. Action-in-Ministry is a research project carried out within your ministerial context that incorporates qualitative research methods in order to gain understanding and insight into a thesis statement clearly and succinctly expressed in the thesis proposal. Qualitative research is a social science research method that builds theory inductively through the qualitative analysis of data rather than through quantitative or statistical measurement. Data is derived in a variety of ways and the Action-in-Ministry can include one or a combination of pilot programs, observational studies, and interviews depending on the specific question of inquiry. You will analyze and categorize the data from the Action-in-Ministry to determine how the theory that emerges from it corresponds to and/or challenges of your ministry experience as well as your social and theological theory base, and incorporate your findings into an original and substantive DMin thesis.

The intent of such a project is service to the church community, the development of ministerial practice, and a contribution to other practitioners. It focuses on human experience and intentional theological reflection on this experience. It is a means to professional knowledge of a specific area of ministry and for the goal of communal development and dialogue.

Describe the specific Action-in-Ministry you will carry out in order to investigate your research problem. In order to accomplish this purpose you must address the following questions: What shall I do and why? Where and how will the qualitative research occur? Who will participate and why? How will they be chosen? How will I function in this Action-in-Ministry? To accomplish this it is necessary to outline the Action-in-Ministry from start to finish in terms of its phases or processes, and to give a projected time line, including preparation, execution, and completion.

4.8.5 Qualitative Research Methodology Operative in the Action-in-Ministry

Indicate the kind of research method(s) and strategies you will use to conduct your study and why. Please indicate the relevant resources in the field of qualitative research that support your choice. Be sure to state specifically: How data will be collected and analysed? How it will be interpreted and evaluated? How will you evaluate your study?

4.8.6 Ethics Review for Research with Human Subjects Protocol

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. Following the approval of the thesis proposal you are required to submit your research ethics proposal to the REB. For more information on UofT standards regarding the use of human subjects in research see <http://www.research.utoronto.ca/>.

In your protocol you must state how you will handle the ethics of research on human subjects. What ethical issues are involved in your study and how will you deal with them? You must be extra vigilant around the issues of confidentiality and "power-over" relationships that exist within the ministerial context and must attempt to mitigate these as much as possible.

NOTE: The official REB protocol submitted to UofT's Research Ethics Review Board is completed and submitted after the thesis proposal is approved. The DMin Director on behalf of you and your Thesis Supervisor submits your ethics protocol to the UofT's Research Ethics Review Board (REB) before the qualitative study can commence. Guidelines for submissions of protocols may be found at www.research.utoronto.ca/forms/. Furthermore, **only TST faculty with full graduate status are accepted by the UofT's REB to direct your research project.** You must sign the document, secure the signature of your Thesis Supervisor, and submit it to the DMin Director for scanning and electronic submission. The protocol must be renewed annually until the DMin thesis is submitted for final oral examination. Once the UofT's REB has approved the research project you must send a copy of the approval form to the DMin Office. When the study is complete, you must fill out a completion of study report. This report can be found on the UofT's Research and Innovation website.

4.8.7 Risks and Limitations of the Study

State briefly what you understand to be the limitations of your study and the risks you might encounter that would hinder completion.

4.8.8 Contributions of the Study

State briefly what contributions you expect your study will make to yourself, to your practice and understanding of ministry, and to the wider context of church and society.

4.8.9 Bibliography

Provide a list of the literature and other resources, whether published or unpublished, that are relevant to your study. Be sure to use correct bibliographical form (see §4.10.2 for more information on style and correct form).

4.8.10 Appendices

You must attach any relevant documents as appendices if they are necessary to the understanding of your proposal (e.g., glossary of terms, questionnaires, interview formats, consent form, etc.). Not every proposal needs appendices other than the letter of approval from the Research Ethics Board. Nor will all such documents be completed at the thesis proposal stage of your research. But appendices can be a useful way to help keep the flow of your thought clear for your readers in the main part of the proposal where you can say, for instance, "For more clarification on this point, see appendix..."

4.8.11 Time Limit to Complete Thesis Proposal Stage

The student does not register for the thesis proposal phase, but is given a thesis preparation placeholder code on ROSI by their college registrar. Once assigned this code, 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.

4.8.12 Requirements of Completion of Thesis Proposal Stage

The DMin Thesis Proposal is either approved or not approved. Where the Thesis Proposal Committee requires modifications in the thesis proposal, the student must submit a revised version of the proposal within three months. Failure of the revised proposal to meet the approval of the committee will be reported to the Academic Committee of the CSM, and will result in the student's withdrawal from the program. If the Thesis Proposal Committee considers that the resubmitted thesis proposal is not a revision of the first proposal but a new proposal, the chair will so advise the Academic Committee of the CSM, in writing, and a new thesis proposal evaluation will be scheduled. The aforementioned policies and procedures continue to apply in this case as well.

Immediately following the examination the chair of the Thesis Proposal Committee will submit the *Thesis Proposal Evaluation* form to the DMin Office. The DMin Office will ensure appropriate record of the committee's decision, as prescribed above, and will send a copy of the evaluation form to both the student and their college registrar for their records.

4.9 *Evaluating the DMin Thesis Proposal*

4.9.1 Objective

The objective of the DMin thesis proposal evaluation is to determine whether students have appropriately integrated all previous study and learning associated with the program into a concise and realistic thesis proposal that will allow him/her to (1) conduct the research necessary to complete the DMin thesis and, (2) make a significant contribution to the advanced understanding of the practice of ministry in their respective field of ministry.

4.9.2 Procedures

Following the completion of the DMin Comprehensive and Oral Defence, when the student is ready to write the thesis proposal, the student will contact the DMin Office to request that a Thesis Proposal Committee (see §1.4.8) be established and approved by the DMin Director. Once approved, the student will contact the Thesis Supervisor in order to gain guidance and establish parameters for the thesis proposal. Although the student may consult the Thesis Proposal Committee as s/he develops their proposal, the Thesis Supervisor will be the student's main source of academic consultation.

When the Thesis Supervisor and student deem the thesis proposal ready for evaluation, the student must submit a digital copy of the thesis proposal paper to the DMin Office. After receiving the paper, the DMin Office will forward it to the student's Thesis Proposal Committee. The DMin Office sets the time and place for the oral defence of the thesis proposal. The examination may take place via teleconferencing for those students not within commuting distance of the Toronto School of Theology.

Two hours will be set-aside for the thesis proposal evaluation. After the examination, the examiners will determine whether the student has met the requirements in accordance with *The DMin Thesis Proposal and Oral Defence* (see §4.8).

4.10 The DMin Thesis

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. The written thesis can take many forms, depending on the particular focus and research methodology of the study. It must take into account, however, the essential components of an applied research thesis as outlined in the approved thesis proposal. Whatever is decided in terms of chapter organization, the thesis must be written clearly and coherently so that the reader can follow the study and discern how its conclusions are reached. The thesis addresses an integration of theory and an Action-in-Ministry that is well designed in respect to practical research, social analysis, and theological reflection. The applied research must comply with UofT/TST regulations concerning ethics in the use of human subjects in research. The candidate collaborates regularly with her/his Thesis Supervisor in the development of his/her thesis.

The Thesis Supervisor supervises the development and carrying out of the applied research thesis. ***The Thesis Supervisor represents the Toronto School of Theology and bears the primary responsibility for direction and supervision of the DMin candidate's work.*** The Thesis Supervisor supervises the candidate in the development of the thesis proposal, the Action-in-Ministry, and the written document in preparation for the final oral examination. ***The Thesis Supervisor has primary oversight for the academic quality of the thesis.***

4.10.1 Components of the Written Document

The DMin thesis must include:

- a description of the candidate's ministry context and the researched action in the practice of ministry;
- a well-focused and clear statement of the research problem and the reasons for the study;

- a clear indication of the theoretical framework(s) operative in the study: biblical, historical, pastoral, and theological dimensions; other theory bases or cognate disciplines, as applicable, such as personal, educational, psychological, sociological, and organizational bases; the candidate's theology of ministry;
- a clear indication of the research methodology employed, including data collection, analysis, interpretation, and evaluative procedures;
- a description, analysis, and interpretation of the results of the Action-in-Ministry through which the research problem is worked out;
- the major findings of the study and their significance for theology, the church and society and for others engaged in a similar practice of ministry;
- all relevant reference and bibliographical sources employed;
- a copy of the approved thesis proposal in the appendix;
- conformity to the tenets of scholarly writing including a clear, cohesive, and persuasive argument;
- style of presentation;
- correct grammar, punctuation, and spelling;
- proper form for quotations, reference notes, and bibliography;
- the appropriate use of appendices.

4.10.2 Style and Format of the Written Document

Style guidelines must be followed – e.g., as set out in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., (Chicago: University of Chicago Press, 2013) and supplemented by *The Canadian Style: Guide to Writing and Editing* (Toronto: Dundurn Press, 2008). See chapter 14 of this latter reference for a helpful guide to inclusive language expected in the DMin program and on the elimination of sexual, racial, and stereotyping in written communication.

The thesis should not be more than 50,000 words, excluding appendices and 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.

The thesis must be typed, double-spaced, and printed double-sided on 8 1/2 by 11 inch twenty pound paper of good quality in a clear type of letter quality or laser print. Candidates must follow the Thesis template provided on the TST website prior to TSpace submission: <http://www.tst.edu/academic/thesis-submission-convocation-information>. Reference notes must appear at the bottom of the page (footnotes) or at the end of the text (endnotes) and before the appendices.

The final document must be submitted with a Title Page (see Appendix 3), an Abstract of the thesis following the title page, of a maximum of 1 page, double-spaced, 11 point font. A Table of Contents follows the Abstract.

The candidate is responsible for accuracy in typography, spelling, punctuation, word divisions, grammar, and for proper style. If a reader judges a thesis to be unsatisfactory in any of these respects, it will be returned to the student for revision, resulting in the postponement of the evaluation of the thesis.

Finally, the student submits five unbound copies of the thesis (as described above) and a PDF copy of the thesis to the GCTS Office. In addition, the student must ensure that the approved thesis proposal is included in the appendix of their thesis submission. The submitted thesis must

be contained in a letter-size expandable envelope. The expandable envelopes must be of a high enough quality for the thesis to be shipped to the examiners and for the examiner to carry it around for at least two months. The envelope must have a re-sealable flap.

4.11 DMin Thesis Examination and Oral Defence

Procedures Prior to the DMin Oral Defence:

Two months prior to thesis submission, the Thesis Supervisor, in consultation with the candidate, must suggest the names of the other examiners. These shall include: the Thesis Supervisor, the Committee Examiner, the TST Examiner, a faculty person from the UofT appointed by the School of Graduate Studies, and two possible External Examiners with sufficient expertise in the area of research. A brief *Curriculum Vita* of the External Examiner may be required. The Thesis Supervisor submits these names to the DMin Director using the *DMin Thesis Examination Board Request* form on the TST website. The DMin Director will submit the proposed examining committee to the Academic Committee of the CSM for approval, which will be forwarded to the GCTS Office.

Just prior to thesis submission, **the Thesis Supervisor** assesses the candidate's final text according to §4.10. The Thesis Supervisor will subsequently submit a brief letter to the DMin Director stating that the thesis is ready to proceed toward defence.

The GCTS Office needs a good deal of lead-time to complete the above process in order to carry out its responsibilities. Thus, the form with the names of the suggested examiners must be filled out completely and received two months before the submission of the thesis.

The GCTS Office arranges the time and date of the thesis defence. The defence lasts approximately two hours, during which each of the examiners will have an opportunity to ask questions of the student regarding the thesis. When the discussion is over, the examiners will determine whether the thesis and the candidate's responses during the examination are of sufficient quality to confer upon the student the Doctor of Ministry degree.

The GCTS Office, in conjunction with the DMin Office, will coordinate the thesis examination and arrange the date for the oral defence. **Normally, the oral defence takes place at the TST building. Any travel and accommodation expenses incurred are the responsibility of the candidate.**

The GCTS Office, having been sent the approved thesis examination committee, begins the thesis defence process by contacting the preliminary readers and requesting the participation of the External Examiner. The TST GCTS Director will confirm the appointment of a UofT Examiner.

1. **Preliminary evaluation of the thesis.** Normally there are three preliminary graduate (AD) faculty readers: the Thesis Supervisor, the Committee Examiner, and the TST Examiner. The preliminary examiners must be asked by the Thesis Supervisor to serve on the Thesis Examination Committee and given four to five weeks to read the DMin thesis by the GCTS Office. If they are not available, then other qualified examiners must be sought.
2. **Preliminary reports.** The TST Examiner and the Committee Examiner submit a clear

statement as to whether or not the thesis should proceed to defence. The TST Examiner also submits a report on the thesis, which is typically from three to five pages single-spaced plus corrigenda. These reports are submitted to the GCTS Office. *An examiner's judgment that the thesis is ready for oral defence does not necessarily imply that the examiner will pass the thesis after the oral defence is completed.*

3. **Assessment of the preliminary reports.** If the three preliminary readers agree that the thesis is ready for oral defence, the examination proceeds. If the three preliminary readers agree that the thesis is not ready for oral defence, the candidate must revise the thesis to meet the objections of the preliminary readers. If the three preliminary readers disagree whether the thesis is ready for defence, the TST DMin Director may consult with them to seek consensus in recommending the next step, which may be (a) that the examination will proceed or (b) that the student will make revisions. If revisions are to be made, the student must submit a written indication of the changes that have been made (normally, by providing a general description plus a list of pages, though a highlighted copy or electronic version may also be acceptable). If after examining the revised thesis the examiners disagree, the thesis should go forward to defence. However, if they agree that it should not go forward to defence, it should not proceed. The candidate has the right to require that the examination go ahead.
4. **Further examination.** If, after the assessment of the preliminary reports, it is determined that the examination will proceed, the GCTS Office distributes copies of the thesis to the UofT Examiner and External Examiner, together with copies of the authorized thesis proposal. The GCTS Office then determines the date and location for the oral defence. The UofT Examiner **does not write a report**, but will write a letter to the Associate Dean of Humanities at the School of Graduate Studies advising of his/her examination of the thesis. The External Examiner submits a written appraisal of the thesis, which is typically from three to five pages single-spaced plus corrigenda.
5. **Additional Information.**
 - The Director of the DMin program must be present. If the DMin Director is not available, a suitable representative must attend in their stead (e.g., the GCTS Director or member of the CSM).
 - The Graduate Director of the student's college of registration chairs the oral defence and oversees the proceedings (see §1.4.9). If the college Graduate Director cannot be present, s/he must appoint another faculty person from the student's college of registration to chair the thesis examination.
 - If the UofT Examiner cannot be present then the TST GCTS Director will contact the Associate Dean of Humanities at the Office of the School of Graduate Studies to appoint a replacement for the examination.
 - A quorum of four examiners is required to continue with the thesis defence. 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. If quorum cannot be reached, the thesis defence must be rescheduled by the GCTS Office.
 - The written evaluations are provided to the examiners at the oral defence.
 - The written evaluations are not shared with the student before the oral defence, but are given to the student at the conclusion of the examination.

- The only visitors permitted to attend the examination are TST faculty members and registered TST graduate (AD) students. The candidate may also invite 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.
- Recording policy: The unauthorized use of any form of device to audiotape, photograph, video record or otherwise reproduce the doctoral exam is prohibited.

4.12 DMin Thesis Oral Defence Agenda and Procedure

1. At the start of the defence, the chair asks the candidate and visitors to leave the room. The chair will provide ample time for the examiner's reports to be read. The chair arranges the order and length of questioning (usually the Thesis Supervisor, followed by the External Examiner, then the Committee Examiner, TST Examiner, and UofT Examiner, with ten to fifteen minutes for the first round and a second round of about five minutes each).
2. The candidate and visitors are invited to return; the candidate makes a brief presentation on the thesis and its relation to the whole ethos of the DMin program.
3. Questions and discussion by the examiners then follows in the order and length decided above.
4. Questions and comments by others present may be allowed if desired and as time permits.
5. Summary response by candidate, if desired.
6. The DMin candidate and visitors leave the room.
7. The chair explains the recommendations upon which the committee members are to vote and guides the discussion that follows. A candidate passes if the decision is unanimous or if there is not more than one negative vote or abstention. Discussion and decision among these following options:
 1. **Pass with no conditions.**
 2. **Pass with minor corrections** (e.g., typographical errors, punctuation, etc.).
 3. **Pass with minor modifications** (e.g., clarifications of textual material or the qualification of research findings and conclusions). These modifications are to be supervised by the Thesis Supervisor or by a subcommittee set up at the examination. A time limit of three months is allowed. A letter from the Thesis Supervisor stating that the revisions have been made is sent to the DMin Director. If the sub-committee's approval is not unanimous, a reconvened examination is required.
 4. **Major revisions required.** The Action-in-Ministry is approved, but major revisions are required in the text. The nature of the revisions shall be made explicit. The examination, by the same committee, insofar as possible, is adjourned until the time set by the committee. The candidate has up to one year to make corrections and revisions. At the reconvened examination, the candidate passes if the decision is unanimous or there is not more than one

negative vote or abstention. If the candidate does not meet this requirement s/he fails. The candidate is ineligible for further DMin candidacy at the Toronto School of Theology.

5. **Fail.**

8. The examiners fill out voting ballots, and the chair of the DMin defence completes the Chair's Summary form and the Exam Report form. The candidate and visitors are invited back and informed of the decision.

4.13 Due Dates for Submission of Thesis Copies

While theses may be submitted at any time, the following deadlines have been established for those wanting to graduate at the next convocation. Deadlines for submission are published each year under "Key Academic Dates" at <http://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 Academic Committee of the CSM and confirmed by the GCTS.

4.13.1 For a Spring Convocation

By October 1st, the candidate's Thesis Supervisor must submit to the DMin Director the *Request for a DMin Thesis Examining Committee* form with names of suggested examiners. This form can be found on the TST website. Following §1.5.9, the thesis cannot be submitted until the DMin Thesis Examining Committee is formed and approved by the Academic Committee of the CSM. Once approved, the student may submit their thesis to the GCTS Office by the deadline stipulated on the TST website and as per the instructions set out in §4.10.2.

4.13.2 For a Fall Convocation

By March 1st, the candidate's Thesis Supervisor must submit to the DMin Director the *Request for a DMin Thesis Examining Committee* form with names of suggested examiners. This form can be found on the TST website. Following §1.5.9, the thesis cannot be submitted until the DMin Thesis Examining Committee is formed and approved by the Academic Committee of the CSM. Once approved, the student may submit their thesis to the GCTS Office by the deadline stipulated on the TST website and as per the instructions set out in §4.10.2.

4.14 Transfer to a Master's Program

A student who has not yet submitted the thesis may transfer from the DMin program to the Master of Theology (Option II) program. Students transferring from the DMin 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 program (Option II). 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 from one of the TST colleges are not eligible for such transfer. Students who transfer from the DMin to the ThM (Option II) program will not be permitted to transfer subsequently to the DMin program unless approved by the Academic Committee of the CSM.

The student, with the recommendation of the student's supervisor, submits the transfer of program request to the TST GCTS Director for approval. This option is subject to the program continuing to admit students.

4.15 Final Steps Leading To Graduation

4.15.1 Submission of Electronic Copies (TSpace)

When the candidate has made the revisions required by the Thesis Examining Committee, s/he must upload the final digital version of the thesis onto TSpace, the UofT's online digital repository, and submit a Library of Canada Archives *Theses Non-Exclusive License* form in hard copy to the GCTS Office. Such uploads must be done well in advance of the college's date of convocation and by the annual deadlines established by TST. TST colleges will not confer the degree until the GCTS Office has confirmed that the digital thesis has been successfully uploaded onto TSpace.

Instructions and deadlines about digital thesis submissions and TSpace are available through the TST GCTS Office and on the TST website.

4.15.2 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.

4.15.3 Name for Graduation

Students approved for graduation will graduate under the name specified on Repository for Student Information (ROSI). This name appears on all marks reports provided to student son 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 6 weeks prior to the date of the convocation ceremony.

4.15.4 Indexing with Research in Ministry (RIM)

The American Theological Library Association (ATLA) produces a publication entitled *Research in Ministry: An Index to Doctor of Ministry Theses and Projects* (RIM) which is also available upon request. This service provides an opportunity for others to be aware of DMin research and learn from subsequent findings. After successfully completing the oral defence and having made required corrections to the final text, candidates wishing to submit their thesis to RIM should fill out the RIM submission form and send two copies of it to the DMin Office. The DMin Office will forward a copy of the form to the American Theological Library Association so that the candidate's thesis is catalogued in the RIM database. The submission form can be accessed on the ATLA website.

4.15.5 Payment of Required Fees

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. The candidate must check with the college of registration to be sure that all fees, whether regular or special, such as those connected with graduation, are paid in full.

Section Five — Appeals, Discipline, and Complaints

5.1 Academic Appeals

A doctoral student registered in one of the participating colleges of the TST may appeal a grade or an academic decision that affects him/her adversely and which s/he considers to be unjust or inappropriate.

Extension of Right of Appeal: A person who is not currently registered, but who was registered at the time that the adverse grade was submitted or the adverse decision was taken, may make an appeal.

Channels of Recourse

Dispute Concerning	Informal Resolution	Initial Appeal	TST Appeal	UofT Appeal
Grades (courses)	Instructor of course	DMin Director	GSC Academic Appeals Committee	Governing Council
Individual Learning Plan, Comprehensive, or Thesis Proposal Committees	DMin Director	CSM Academic Committee	GSC Academic Appeals Committee	Governing Council
Individual Learning Plan, Comprehensive, or Thesis Proposal Exams	DMin Director	CSM Academic Committee	GSC Academic Appeals Committee	Governing Council
Doctoral Examination	N/A	N/A	GSC Academic Appeals Committee	Governing Council
Termination of Candidacy	N/A	N/A	GSC Academic Appeals Committee	Governing Council
1 st and 2 nd extension (courses)	DMin Director	GCTS Director	GSC Academic Appeals Committee	Governing Council
1 st and 2 nd extension (program)	DMin Director	GCTS Director	GSC Academic Appeals Committee	Governing Council
Additional extensions (courses)	DMin Director	GCTS Director	GSC Academic Appeals Committee	Governing Council
Additional extensions (program)	DMin Director	GCTS Director	GSC Academic Appeals Committee	Governing Council
Other	DMin Director	CSM Academic Committee	GSC Academic Appeals Committee	Governing Council

1. **Disputed Grade:** A student who questions a grade received in a course must first address him/herself to the instructor or examiner submitting the grade in question. If the student is not satisfied with the explanation given or the steps taken to remedy the situation, s/he must petition the DMin Director. If the disputed grade is based on written work, the DMin Director will appoint a second examiner to provide an opinion. If the disputed grade is not based on written work, the DMin Director will appoint a committee of two to investigate and report back to the DMin Director. If the student is not satisfied with action taken at the level of the DMin Director, s/he should approach the TST GCTS Director to seek a resolution. The student has the right of Final Appeal to the GSC, which will appoint an Appeals Committee under the provisions of §A11 of the Graduate Conjoint Degree Handbook.

2. **Disputed Decision of the Independent Learning Plan Evaluation Committee, Comprehensive Examining Committee, or Thesis Proposal Committee:** In respect to the matters named above, the student has recourse first to the DMin Director. If the student is not satisfied with the explanation given or the steps taken to remedy the situation, s/he has the right of Final Appeal to the Academic Committee of the CSM, which will appoint an Appeals Committee. The student has the right of Final Appeal under the provisions of section of §A11 of the 2015-16 Graduate Conjoint Degree Handbook.

3. **Disputed Evaluation of the Thesis:** The student may appeal the evaluation of a thesis to the GSC Appeals Committee under the provisions of §A11 of the Graduate Conjoint Degree Handbook.

- **Regulation on limitations.** The student must begin the process of appeal no later than three months after receiving the ruling, evaluation, or grade in question.

The GCTS Appeals Committee. For more information see §A11 of the Graduate Conjoint Degree Handbook.

5.2 Discipline and Complaints

1. **Academic Discipline.** Every DMin student registered at the TST is subject to the disciplinary jurisdiction of the University of Toronto in respect to academic matters including plagiarism, forging of academic documents and cheating on examinations or papers. Offences and sanctions are prescribed in the UofT *Code of Behaviour on Academic Matters*. In the application of the *Code of Behaviour*, the roles, rights and duties therein appointed to the Dean and the department chair are to be exercised by the Head (i.e., Dean, Principal, or President) of the student's college of registration. Copies of the full *Code of Behaviour on Academic Matters* are available through the GCTS Office or can be found on the University of Toronto website (<http://www.governingcouncil.utoronto.ca/>).
2. **Harassment.** Complaints about harassment based on gender or sexual orientation are governed by the *Policies and Procedures: Sexual Harassment* of the University of Toronto and should be directed to the Sexual Harassment Officer at (416) 978-3908.
3. **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.

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 University of Toronto website.

4. **Grievances.**

1. **Matters for Grievance.** Any member of the TST faculty, TST staff, or TST student body may lodge an informal or formal complaint when that member has reason to believe that TST or anyone acting on behalf of TST has acted in a way that is inconsistent with any of the established policies of TST for faculty, staff or students and that has hindered the member's ability to perform his/her duties effectively. Grievances include, but are not limited to:
 - (a) non-academic grievances against TST faculty members;
 - (b) grievances against TST staff members;
 - (c) non-academic grievances against TST students that do not fall under any discipline codes;
 - (d) dissatisfaction with non-academic TST administrative decisions or policies;
 - (e) grievances regarding TST facilities, offices, services;
 - (f) a policy or procedure of TST contravened.
2. **Eligibility for Grievance.** Any faculty member, staff member, student, or voluntary member of a committee or board of the TST, or any person who has been so within the previous eight months may lodge a formal grievance complaint under §A13 of the Graduate Conjoint Degree Handbook.
3. **Informal Complaint.** Before a formal grievance procedure is initiated, every effort should be made to resolve the dispute through an informal discussion with the person immediately involved or that person's supervisor. The complaint should be discussed within fifteen working days of the incident or circumstances giving rise to the complaint. The person to whom complaint is made shall make an appropriate response to the complainant, either orally or in writing, within one week of the discussions; and if the person to whom complaint is made is the supervisor, then the supervisor shall respond also to the person against whom the complaint is made.
4. **Responsible Person for Formal Grievance.** A formal grievance complaint is made in the first instance to the TST Director. If the grievance complaint is against the TST Director, it is made to the chair of the TST Grievance Committee.
5. **Determination of Jurisdiction.** If the responsible official determines that the complaint is not within the jurisdiction of the TST, s/he declines to accept the complaint, and may suggest to the grievor an alternate means of redress.

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

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

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

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

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

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

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

8. Appeals. Should either party to the grievance wish to appeal the decision of the TST Director, a written appeal must be presented to the chair of the Grievance Committee, who will invite responses from the other parties, and submit

the appeal, the replies, and other documentation to the Executive Committee of the Board of Trustees for their final adjudication of the matter. If a member of the Executive Committee is either the one who instituted the grievance or the one being grieved against, they will be replaced by another member of the Board.

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

5. **Standards of Professional Practice Behaviour.** For more information about Standards of Professional Practice Behaviour for students at the Toronto School of Theology see the following link: <http://www.tst.edu/about/policies>.

Appendices

Appendix 1

Learning Outcomes for the DMin Program

NOTES:

1. In keeping with the ongoing nature of the outcomes assessment process, this document is a work in progress, subject to ongoing change.
2. In what follows “ability” is used as a general term, without regard to specific levels. More specific levels of ability are indicated by the terms “familiarity,” “competence,” “proficiency,” and “expertise,” representing a scale of increasing levels.
3. In the section “knowledge of the area of 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.

Basic Statement

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**.

Elaboration

1. Knowledge of the area of project concentration

Graduates of the DMin program will have attained	so that they will be able	Progress at coursework and comprehensive stages of the program	MEANS OF DEMONSTRATION
1.1 basic familiarity with their area of concentration, as outlined in the Individual Learning Plan;	to provide a solid foundation for the thesis project;	1.1.1 (end of coursework stage): basic familiarity with a significant proportion of the area of concentration 1.1.2 (end of comprehensive stage): basic familiarity with a major proportion of the area of concentration;	<ul style="list-style-type: none"> • PREREQUISITE STUDIES <i>student transcripts</i> • COURSES <i>course performance as a whole, for the areas covered by the courses</i> • COMP PREPARATION <i>paper and oral exam</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>

<p>1.2 competence in the area of concentration;</p>	<p>to explain the context, purpose and expected results of the thesis project in a professional or applied academic setting;</p>	<p>1.2.1 (end of coursework stage): competence in a moderate proportion of the subjects within their area of concentration, 1.2.2 (end of comprehensive stage): competence in a significant proportion of the subjects within their area of concentration;</p>	<ul style="list-style-type: none"> • COURSES <i>successful completion of courses (class presentations, papers)</i> • COMPS <i>written and oral demonstration in comprehensive exam</i> • THESIS PREPARATION <i>thesis proposal and assessment of thesis proposal</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>
<p>1.3 expertise in the area of concentration;</p>	<p>to undertake and complete a project of original scholarly research.</p>		<ul style="list-style-type: none"> • THESIS <i>written thesis; oral defence; internal and external readers' evaluations; their assessment of the thesis' application and implications to applied ministry; oral defence</i>

2. Ability with scholarly tools and skills

<p>Graduates of the doctoral program will have attained</p>	<p>so that they will be able</p>	<p>MEANS OF DEMONSTRATION</p>
<p>2.1 proficiency in the use of library and internet tools in the construction of a bibliography;</p>	<p>to produce bibliographies appropriate to subject area and project;</p>	<ul style="list-style-type: none"> • PREREQUISITE STUDIES <i>qualifying degree; writing sample</i> • ORIENTATION <i>attendance at orientation library sessions</i> • COURSE WORK <i>class presentations; cohort collaboration; research papers</i> • COMP PREPARATION <i>discussions with comp committee covering bibliographic aspect of comp</i> • THESIS <i>bibliography as part of the proposal; extended</i>

		<i>bibliography in the thesis itself</i>
<p>2.2 competence or proficiency in the use of pertinent electronic and web-based resources;</p>	<p>to make appropriate use of such resources: (1) at a level of proficiency in their own area of research, and (2) at a level of competence in classroom, ministerial, and professional settings;</p>	<ul style="list-style-type: none"> • COURSE WORK <i>Blackboard / U of T portal component of courses; library resources and training sessions in traditional and web-based research methods</i>
<p>2.3 proficiency in the following skills: clear and effective communication in both oral and written forms, including</p> <ul style="list-style-type: none"> • The construction of a logical argument; • The making of informed judgments on complex issues; • The use of standard conventions of style for scholarly writing; 	<p>to produce standard forms of scholarly engagement, both written (e.g., a publishable research paper or book review in a professional or applied scholarly journal) and oral (e.g., the presentation of a paper, or response to an oral presentation/ lecture in a professional setting), of a quality consistent with professional standards.</p>	<ul style="list-style-type: none"> • COURSE WORK <i>class presentations; research papers; cohort communication; evaluations by professors and peers</i> • MODELING AND MENTORING IN A PROFESSIONAL CONTEXT <i>in addition to formal input in courses, encouragement of students to polish their work for presentation in professional, ministerial, or applied settings</i> • PARTICIPATION IN PROFESSIONAL SOCIETIES <i>evidence of such participation by the production of a professional quality paper, presentation, or the facilitation of an instructional session in a professional context</i> • PUBLICATION (REVIEWS, ARTICLES, ETC.) <i>evidence of publication in recognised and peer-reviewed professional and applied publications</i>

3. Ability to carry out specialized applied research

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

4. Preparation for a vocation of theological scholarship

Graduates of the DMin program will be equipped and prepared to exercise a vocation of professional, applied theological scholarship, whether this is in a formal academic setting, in ecclesiastical leadership or in some other setting. Such a vocation should be characterized by independent initiative, personal responsibility, collegial cooperation, ethical behaviour consistent with academic integrity, and an appreciation of the limitations of one's own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations,

methods, and disciplines. Such a vocation involves three broad areas of activity—research, teaching in professional and ministerial settings, and applied service.

4.1 Research

Graduates of the doctoral program	so that they will be able	MEANS OF DEMONSTRATION
4.1.1 Graduates of the DMin program will have acquired sufficient skill, ability and experience	to engage in further ongoing, self-directed, applied research activity, as service to their ministry, and to contribute to the development of the professional/applied scholarly enterprise in appropriate ways (e.g., skills, techniques, tools, practice, ideas, theories, approaches, materials, etc.).	<ul style="list-style-type: none"> • THESIS PREPARATION, PRESENTATION AND DEFENCE <i>evidence of participation in the wider professional community in the student's CV submitted for the thesis defence</i> • MODELING AND MENTORING IN A PROFESSIONAL CONTEXT <i>comp, thesis proposal, and thesis supervision;</i> • GRADUATE SURVEYS <i>pertinent question on survey; submitted CV</i>

4.2 Teaching in Professional and Ministerial Settings

Graduates of the doctoral program	so that they will have	MEANS OF DEMONSTRATION
4.2.1 Graduates of the DMin program will have acquired sufficient knowledge and experience	<p>the capacity for professional enhancement, engagement, and be available to conduct qualitative research projects;</p> <p>4.2.1.1 to present their professional experience and their approach to ministry in an appropriate form (e.g., a workshop dossier);</p> <p>4.2.1.2 to adapt their professional skills to a variety of situations;</p> <p>4.2.1.3 to minister more effectively;</p>	demonstrated through ministerial opportunities for conferences, lectures, presentations and workshops; professional, ministerial consultation.

4.3 Applied Service

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

Appendix 2

DMin ILP/Comprehensive/Thesis Proposal Sample Cover Page

[Title]

by
[Name]

DMin ILP [or] Comprehensive [or] Thesis Proposal
Submitted to the DMin ILP [or] Comprehensive [or] Thesis Proposal Committee
Toronto School of Theology
In partial fulfillment of the
DMin ILP [or] Comprehensive [or] Thesis Proposal Evaluation and Oral Defence

[Date]

Appendix 3

DMin Thesis Sample Cover Page

« Title Case -- Capitalize Each and Every Significant Word as per ROSI (*do not* use FULL CAPS) »

by

« Your Name – complete as registered on ROSI »

A Thesis submitted to the Faculty of «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 awarded by «the
formal name of the college of registration» and the University of Toronto

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Approved 05-2017