

Annual Student Progress Report

DMin | Pre-Comprehensive Exams



Section 1 — completed by the Student in advance of the Supervisory Committee meeting.

Section 2 — completed by the Supervisory Committee.

Section 3 — completed by the Student and form sent to the GCTS by **June 1** of each year, gcts.office@utoronto.ca

Note that in the case of a discrepancy between the explanatory notes below and the regulations in the current [Graduate Conjoint Degree Handbook](#), the regulations in the Handbook will prevail.

See Appendix on page 4 for Handbook Reference details.

SECTION 1 — Student Information

Last Name

First Name

Student number

Year of Admission

College of Registration

Dates of meetings with committee since last report (please list all)

Committee Members — Handbook §D4¹

Supervisor

Member #1

Is Member #1, Co-Supervisor?

Yes

No

Member #2

Individual Learning Plan (ILP) and Ministry Base Group (MBG) — Handbook §D6²

The ILP been approved and submitted to the GCTS Office

YES — date approved:

NO

The **first** MBG report has been submitted to the GCTS Office

YES — date received:

NO

The **second** MBG report has been submitted to the GCTS Office

YES — date received:

NO



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Coursework — Handbook §D5³

Has the student completed all course requirements? Yes No

If **NO** please complete the following coursework schedule.

Coursework requirements:

- **TSM5020H**
- **TSM5021H**
- **TSM5022H**
- **Four graduate level electives**
 - All electives must be at the 5000/6000/7000 level
- **Approved transfer credit/course exemptions should also be indicated.**

Course Code and Abbreviated Topic/Title	Completed		Plan for completion (eg. Fall 2024)
Cohort: TSM5020H Contextual Theology	Yes	No	
Cohort: TSM5021H Theology of Ministry	Yes	No	
Cohort: TSM5022H Qualitative Research Methods	Yes	No	
Elective:	Yes	No	
Elective:	Yes	No	
Elective:	Yes	No	
Elective:	Yes	No	

Comprehensive Examination Planning — Handbook §D8⁴

Has the GCTS received the student's Comprehensive Examination Registration form?

YES — date the exam is expected to be completed:

NO — date the form is expected to be submitted:

SECTION 2 – Committee Assessment of Progress

If applicable, please comment on:

- **Timeframe** – Comment on the student's progress with reference to the timeframe in §C1.3⁵.
- **Delays** – Include reasons for any delay in coursework, an approved prospectus, and/or general exams planning
- **Languages** – Give a brief statement of languages and their relevance to student's research
- **Improvements** – Indicate any specific improvements that are required over the next year
- **Advice/Support** – Indicate any other advice/support relative to the student's progress and professionalization.

If the committee would like to meet with a GCTS representative to discuss the student's progress please email gcts.office@utoronto.ca.

Committee Signatures

We attest that the above information is correct, and has been reviewed and approved by all members of the committee.

Supervisor: _____ Date: _____

Co-Supervisor, if applicable _____ Date: _____

SECTION 3 – Student Comments

Please offer any comments on Sections 1 or 2 above (a separate sheet may be appended):

If you would like to meet with a GCTS representative to discuss your program/progress please email gcts.office@utoronto.ca.

Student Signature

I attest to the accuracy of the information in Section 1 and have read and understood the comments in Section 2.

Student: _____ Date: _____

APPENDIX

Handbook Section References

¹ At the start of DMin studies, a supervisory committee will be established for each incoming student. The supervisory committee consists of the supervisor and two other members who are qualified to offer expert advice in the proposed area of research, and who are chosen jointly by the student and the supervisor. At least one of them must be a member of the GCTS; the other one may be a DMin alum or a TST core faculty member who holds the DMin. The committee is then approved by the GCTS. Only full graduate members of TST's GCTS may be appointed as supervisors. Associate members may only serve as co-supervisors or supervisory committee members.

Changes in committee are reported to the GCTS in the Student Progress Report. All changes of supervisor must be approved by the Associate Director, Graduate Programs.

² All DMin students must have an approved Individual Learning Plan (ILP) by the end of their first year (April 30) in order to proceed into their second year of the program and register for their 2nd core course. At the end of the first and second year of study (April 30), the student's Ministry Base Group (MBG) submits a written report that considers how the student has integrated their area of research with their practice of ministry.

³ Students are required to take two courses per Fall/Winter semester until courses are completed (A7.1.2). One course per semester may be permitted in cases where students have advanced standing, plan to take courses over the summer, or are otherwise able to demonstrate that they will be able to complete all elective coursework by the end of the second semester of their second year

⁴ The Comprehensive Exam must be registered with the GCTS Office by submitting the DMin Comprehensive Registration Form. Students must have completed all course requirements, have an approved ILP, have submitted two MBG reports, and achieved a CGPA of 3.3, to progress to the Comprehensive Examination stage.

⁵ Year 1

- | | |
|-----------|--|
| May – Aug | Orientation; initial supervisory committee meeting; TSM5021H – Theology of Ministry. (TSM5021H and TSM5020H are offered in alternate years.) |
| Sep – Dec | First elective course; Individual Learning Plan (ILP); second supervisory committee meeting. |
| Jan – Apr | Second elective course; first ministry base group (MBG) report. |

Year 2

- | | |
|-----------|--|
| May – Aug | TSM5020H – Contextual Theology and Theological Reflection. (TSM5021H and TSM5020H are offered in alternate years.) |
| Sep – Dec | Third elective course; preparation for comprehensive paper |
| Jan – Apr | Fourth elective course; second MBG report. |

Year 3

- | | |
|-----------|---|
| May – Aug | TSM5022H – Qualitative Research and Design. |
| Sep – Dec | Comprehensive examination; thesis proposal |

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