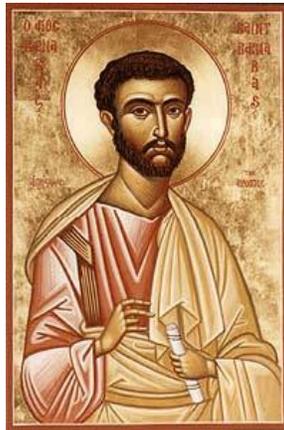# SASKATOON THEOLOGICAL UNION

GRADUATE STUDIES COUNCIL

Master of Theology (ThM)

Handbook on Policies and Procedures

Revised March 5, 2021.

CONTENTS

1. PURPOSE

The Master of Theology (ThM) degree has been established to provide advanced theological courses of study both for those who desire in depth theological study and/or to prepare for further study at the doctoral level.

The program has been designed to appeal particularly to those who desire to combine their study with ongoing pastoral ministry or who otherwise prefer to work towards the degree on a part-time basis, and to those who desire to complete a graduate degree without having to relocate.

The program's goals and objectives are:

At the end of the program, students will be able to:

Goal	Objectives
1. Demonstrate a systematic understanding of knowledge and a critical awareness of current problems and/or new insights, much of which is at, or informed by, current scholarship in theological studies	a. Locate their own questions and analysis in relation to specific historical, theological, exegetical, ethical, or scholarship b. Demonstrate a broad knowledge of sources and the awareness of a wide spectrum of topics, themes, and traditions
2. Develop a working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in a theological discipline or disciplines	a. Articulate a clear research question and identify how the constructs and methods emerge from a particular field or fields (exegesis, theology, history, ethics, pastoral studies, interdisciplinary studies) b. Demonstrate an understanding and application of methodologies particular to specific fields
3. Demonstrate the intellectual independence required for continuing theological leadership and scholarship	a. Produce original research that clearly articulates a contribution to the specific field and identifies directions for further research

2. GOVERNANCE

2.1   General Description

The Master of Sacred Theology program is a creation of the member schools of the Saskatoon Theological Union (STU). While the program is jointly administered, students enroll in the school of their choice, which also grants the degree.

General oversight of the program is vested in the Graduate Studies Council (GSC), which consists of all faculty members in the Saskatoon Theological Union.
The activities of the Graduate Studies Council and its various programs are supervised by the Chair of the GSC and the directors of the various degree programs. The position of Chair of the GSC rotates for a two-year term between the member schools of the STU. The directors of the various degree programs are appointed by degree program committees.

The supervision of individual students is carried out by the ThM Program Committee, working in conjunction with an appointed Program Advisor.

2.2   Graduate Studies Council

The Graduate Studies Council has responsibility for general oversight of all aspects of the Graduate Studies Program. The Council consists of all full time and permanent part-time faculty members in the Saskatoon Theological Union, the Heads of the STU colleges, the STU Library Director, and the Registrars of the STU colleges. The Council meets at least annually. Meetings of the Council are presided over by the Chair of the GSC.

The Council reserves to itself the right to create or discontinue graduate programs, the right to make changes to admission and program requirements, and the right to recommend students to the individual schools for graduation. It may delegate any other responsibilities to its committees.

2.3   Chair

2.3.1   The office of Chair is filled on a rotating basis by a faculty member from one of the participating schools. It is the responsibility of the school upon which the Chair's office shall successively devolve to nominate one of its members as Chair. The Chair is appointed by the Graduate Studies Council, for a two year term beginning on July 1. In the event of a vacancy in the Chair's office due to death, retirement, resignation, or sabbatical, the responsible school is to appoint a replacement for the remainder of the unexpired term.

2.3.2   The Chair's responsibilities include:

- To convene and preside over meetings of the Graduate Studies Council;
- To supervise the maintenance of records on the status and progress of all students enrolled in the program;
- To provide for an orderly flow of information through the structures of the Graduate Studies Program, and between the program and the students registered in it;
- To receive appeals on questions of grades or other academic issues, and to administer the appeals process in accordance with the guidelines set down by the Graduate Studies Council;
- To supervise expenditures for the Graduate Studies Program as directed by the Graduate Studies Council;
- To appoint Thesis Examining Committees;
- To transmit to the Graduate Studies Council for their recommendation the names of all students certified by their Thesis Examining Committees as having successfully passed their oral examinations, and to transmit to the school of the candidate's registration the names of all students endorsed by the Council as having completed the requirements for the awarding of the degree;
- To represent the Graduate Studies Program in appropriate ways as occasions arise (e.g., responding to correspondence, relating to external bodies).

2.4   ThM Program Committee

2.4.1   The ThM Program Committee consists of three faculty members from among those appointed to a teaching position in one of the colleges of the STU.

2.4.2   The ThM Program Committee has a Director, who arranges and chairs the meetings, and represents the Committee at the Graduate Studies Council. The Director is selected by the Committee. The term of office is two years, beginning on July 1. The term is renewable.

2.4.3   The ThM Program Committee meets at least annually, prior to the meetings of the Graduate Studies Council. Other meetings may be called by the Chairperson of the Committee or Chair of the GSC, as required.

2.4.4   The ThM Program Committee has the following responsibilities:
- To receive applications for admission from the Registrars of the STU colleges, to discuss them, and to approve or deny them (copying the applicant's Registrar). In addition to admissibility, the Committee might make stipulations in other areas, such as language requirements, qualifying work, advanced standing, etc.;
- To supervise procedures for the demonstration of linguistic and/or methodological competence;
- To appoint (copying the student's Registrar) a student's Advisory Team, including the Program Advisor; and later, a student's Thesis or Project Advisor, taking into account the student's program and acting in consultation with the student;
- To receive from the student's Advisory Team decisions about thesis proposals presented for approval;
- To receive the recommendation of a grade for a Concluding Project from the Project Advisor and make a decision about the final grade;
- To consider and make recommendations concerning such curricular and program matters as are forwarded to the ThM Program Committee by the Graduate Studies Council or its Chair.

2.5   ThM Program Director

It is the responsibility of the Director of the ThM Program:
- To convene and chair regular and (as required) extraordinary meetings of the ThM Program Committee;
- To report the results of these meetings to the Graduate Studies Council;
- To communicate to the student concerned (copying the student's Registrar) any decisions taken by the ThM Program Committee or Graduate Studies Council concerning the student's program (perhaps via the Program or Thesis/Project Advisor, where appropriate).

2.6   [Reserved]

2.7 Advisory Team and Program Advisor

A student's Advisory Team works to supervise and guide all aspects of a student's program and to advise the student as he or she moves through the program. The Advisory Team is made up of three members appointed by the ThM Committee; its chair shall be the Program Advisor as appointed by the ThM Committee. The Advisory Team will be appointed and will meet with the student as soon as possible after admission (normally September for Spring and Summer admissions; January for Fall admission). The Program Advisor will normally be chosen with a view to that person becoming the Thesis or Project Advisor.

The Advisory Team will provide a community for the student's learning, including both challenge and support. The student and the Advisory Team will annually review and sign the learning covenant that will include the program of studies and its timeline and the expectations that the student and the Advisory Team will have of each other. A learning covenant template is available from the ThM Director.

2.8 Thesis Advisor

2.8.1 The Thesis Advisor is appointed in accordance with the following procedure:
- During the application process, the student finds a faculty member prepared to serve as Program Advisor and subsequent Thesis Advisor. This faculty member provides confirmation to the ThM Program Committee;
- The ThM Program Committee appoints a Program Advisor (together with any other recommendations concerning the student's program it deems appropriate), with the understanding that this faculty member will normally become the Thesis Advisor;
- Should the student's area of interest change, the student shall find another faculty member prepared to serve as Thesis Advisor, and upon confirmation from the faculty member, the ThM Program Committee appoints this Thesis Advisor.

2.8.2 It is the responsibility of the Thesis Advisor:
- To advise and supervise the student during the remainder of his or her program;
- To assist the student in formulating a thesis proposal for submission to the ThM Program Committee;
- To supervise the student in the research for and the writing of the thesis, ensuring that the thesis conforms to the requirements of the program;
- To inform the ThM Director when the student is prepared for the oral thesis defense;
- To ensure that any emendations required by the examiners are made in the thesis prior to its deposit in the library.

2.9 Concluding Project Advisor

2.9.1 The Project Advisor is appointed in accordance with the following procedure:
- During the application process, the student finds a faculty member prepared to serve as Program Advisor and subsequent Project Advisor. This faculty member provides confirmation to the ThM Program Committee;

- The ThM Program Committee appoints a Program Advisor (together with any other recommendations concerning the student's program it deems appropriate), with the understanding that this faculty member will normally become the Project Advisor;
- Should the student's area of interest change, the student shall find another faculty member prepared to serve as Project Advisor, and upon confirmation from the faculty member, the ThM Program Committee appoints this Project Advisor.

2.9.2   It is the responsibility of the Project Advisor:
- To advise and supervise the student during the remainder of his or her program;
- To supervise the student in the research for and the writing of the project, ensuring that the project conforms to the requirements of the program;
- To evaluate and recommend a grade for the Concluding Project to the ThM Program Committee.

3. PROGRAM

3.1   Admission Standards

3.1.1   Admission requirements
- Admission to the program shall require the MDiv, or first graduate theological degree providing equivalent theological background, or its educational equivalent, and evidence of aptitude for advanced theological study, normally indicated by a minimum GPA of 75 per cent in the MDiv or equivalent degree.
- Individuals with a Master of Theological Studies (MTS) may be admitted if they have a minimum GPA of 75 percent and:
    - for a major in Biblical Studies (either Hebrew Bible/Old Testament or New Testament), if they completed at least 24 cr in Biblical studies (Hebrew Bible/Old Testament and/or New Testament) and meet all the language prerequisites;
    - for a major in Systematic Theology, Historical Theology, Ethics, Church and Society, History of Christianity, or Pastoral Studies, if they completed at least 12 cr in the area of the major and meet all the language prerequisites;
- The applicant must find an STU faculty member willing to serve as Program Advisor and subsequent Thesis/Project Advisor prior to application; this faculty member will provide confirmation during the application process.

3.1.2   ThM Major prerequisites

In each case, the specific competencies are to be identified and determined by the ThM Program Committee with consultation with faculty members in specific disciplines. Competencies may be demonstrated by successful completion of courses, or by special tests arranged by the ThM Program Committee. Courses taken to demonstrate a competence may not be credited towards the ThM course requirements. It is preferable that students complete all language or methodology prerequisites before entering the program. This preference notwithstanding, the following requirement applies: One of the two prerequisites

is required for entrance into the program; the other must be completed before the student registers for the fourth course.

3.1.2.1 Hebrew Bible/Old Testament and New Testament majors

Students must demonstrate competence in:
1) a modern language in addition to English, and
2) the Biblical language appropriate to their major area of study.

OR

1) two Biblical languages appropriate to their major area of study.

In either case, the (first) Biblical language prerequisite must be met before students register for any courses that count toward the major.

3.1.2.2 Systematic Theology, History of Christianity, Historical Theology, Ethics, Church & Society, and Pastoral Studies majors

Students must demonstrate competence in:
1) a modern language in addition to English, and
2) an additional language, or other specialized skill, appropriate to the area of research.

Competency in a language is understood generally as the ability to read and comprehend a text in that language (a scholarly text in the case of a modern language; a primary text in the case of a biblical language) with the aid of a lexicon and at a modest rate of speed. For the purposes of this program, competency can be defined as the facility demonstrated by the successful completion of a second year course in the language with a grade of at least 70%. Competencies can be demonstrated by providing evidence of the successful completion within the previous three years of a course where such facility in the language was required (e.g., a second year course in the language, or, in the case of a Biblical language, of an exegesis course requiring substantial work in the primary texts.) Alternatively, competencies can be demonstrated by means of a special test arranged by the ThM Program Committee. In any case, it is the responsibility of the ThM Program Committee to decide on the means by which a competency is to be demonstrated and to determine whether competency requirements have been met. With respect to methodological requirements, the defining and testing of such competencies is to be determined by the ThM Program Committee upon consultation with faculty in the specific discipline. Courses taken to demonstrate a competence may not be credited towards the ThM course requirements.

3.1.3 Overseas equivalences

Since methods of recording grades and conferring degrees differ from country to country, overseas students wishing to enter the ThM program must write to the Registrar of one of the schools, submitting details of their academic careers including, wherever possible, transcripts of academic work and copies of any degrees or diplomas held, together with some information about the institutions granting the degrees. For those whose first language is not English, a minimum TOEFL (Test of English as a Foreign Language) IBT score (including the speaking component) of 88 with no component less than 20 is a prerequisite. Test scores must be forwarded directly to the Registrar of the appropriate college.

3.1.4   Qualifying work

Candidates may be required to complete qualifying work prior to formal admittance to the program, at the discretion of the ThM Program Committee.

3.2   Application and Admission

3.2.1   Applications for admission can be made to any of the schools in the Saskatoon Theological Union. Applications forms with complete instructions may be obtained from any of the Registrars.

3.2.2   Applications are received by the Registrar and then forwarded to the Director of the ThM Program. After reviewing the application, the Director forwards it, with any pertinent comment, to the other members of the ThM Program Committee. The Committee may choose to consult with other faculty as to the availability of potential thesis advisors. The ThM Program Committee rules on the application and communicates its decision to the GSC and to the school of registration, which in turn notifies the applicant and (if the decision is positive) enrolls the applicant in the program.

3.2.3   Applications may be submitted at any time during the year, and will be considered by the appropriate body as soon as possible. To allow sufficient time for the various stages of the process to take place, however, it is necessary that the application be submitted by March 1 for a May or September start, November 1 for a January start.

3.2.4   It is the applicant's responsibility to ensure that all supporting documentation reaches the college of application. The application will not be processed until all documentation and the non-refundable application fee are received.

3.3   Advanced Standing

3.3.1   Credit may be allowed for work done in other institutions. A request for such credit should be made at the time of application, and allowance is at the discretion of the ThM Program Committee. The maximum allowable is one-half of the required course work (i.e., three courses). If a student has been away from formal theological studies for a period of more than ten years, credit can be given only in those cases where the student can demonstrate that he or she has maintained currency in the field. Demonstration of currency will be determined by the ThM Program Committee, using whatever means is deemed appropriate.

3.3.2   Students who have not completed the MDiv, but whose remaining MDiv requirements do not constitute a full semester load, may take classes for possible advanced credit toward the ThM degree in the same semester in which they complete the MDiv requirements, with the proviso that such classes:
    1)   not number more than two;
    2)   are not taken as an overload; and
    3)   are declared as graduate courses at the time of registration.
The crediting of such classes toward a graduate degree remains in all cases subject to the discretion of the ThM Program Committee.

3.4   Program Requirements

3.4.1   <u>Major area of study</u>

At the time of application, students shall choose one of the following major areas of study:

> Hebrew Bible/Old Testament
> New Testament
> Systematic Theology
> History of Christianity
> Historical Theology
> Ethics
> Church and Society
> Pastoral Studies

The possibility also exists for students to do a joint major, i.e., a major drawing on subject matter from two of the majors.

3.4.2   <u>Course work</u>

The ThM consists of twenty-four (24) credit hours.

> 3.4.2.1 Eighteen (18) credit hours in graduate-level study are required:
> - IU 401 (3 cr) Foundations of Theological Study and Research, taken at the start of the program as a two-week residency in Saskatoon
> - IU 409 (3 cr) Disciplinary Tutorial, normally taken as a one-or two-week residency in Saskatoon with faculty member(s) in the student's major
> - 6 cr in the student's major
> - 3 cr outside the student's major
> - One of:
>   - IU 781 (2 cr) Qualitative Research Methods, a one-week intensive course offered every two years PLUS IU 402 (1 cr) Research Methods in Theological Study, taken concurrently
>   OR
>   - 600-700 level course (3 cr) in Bible, Church History, or Theology, a one-week intensive course offered at least once every two years

> 3.4.2.2 Six (6) credit hours are required to be completed in one of two ways:
> 1) A thesis completed in accordance with the guidelines below (6 cr); OR
> 2) One additional course in an area other than the major (3 cr) and a Concluding Project completed in accordance with the guidelines below (3 cr)

> 3.4.2.3 Apart from the two required program residencies and the 600-700 level courses, students may obtain credit towards the ThM in three additional ways:
> 1) By taking MDiv/MTS courses (at the 200- or 300-level) with supplemental work arranged with the instructor. The instructor must submit a ThM program-specific syllabus to the ThM committee for approval in advance of the student's

registration. The syllabus must contain course goals, assignments, and readings that are appropriate for the ThM degree and distinctive from the 200- or 300-level course. Approved courses will be given a 500-level number and listed in the ThM program handbook or in a supplement. These courses may be offered as semester or one-week intensive format courses.

2) By arranging for Independent Tutorial courses at the 400-level with an appropriate faculty member. Such courses require the consent of the student's Advisory Team. Such courses may be taken as a one- or two-week residency or over a longer period by video conferencing.

3) By taking courses at the 400-level (or equivalent) at other institutions and applying for transfer credit. Up to 9 cr may be taken as transfer credit. Decisions about transfer credit are made by the ThM Program Committee on the advice of the student's Advisory Team; students should receive permission from the Advisory Team prior to registering for courses at other institutions. Normally only courses from ATS-accredited or Universities Canada member institutions will be accepted.

Courses at the 100-level are excluded from the ThM program. Students majoring in biblical studies may study a second biblical language as extra to their degree program.

3.4.2.4 The minimum passing grade for a course is 70 per cent. Classes for which a student has been assigned a grade lower than 70 per cent must be repeated or the student must offer a substitute.

3.4.2.5 Pass/Fail Grading:
ThM students may elect to take a pass/fail option in two courses, subject to the following provisions:
1. To pass, the work done by the student must be equivalent to a minimum 75% standard;
2. A "Pass" grade will not be figured into the student's overall average but may be taken into consideration in the granting of scholarships;
3. None of the pass/fail options can be in the student's major area;
4. Pass/Fail does not apply to the thesis, which has its own set of grades;
5. Students must inform the Registrar at the time of registration that they would prefer to be graded on pass/fail basis and have until the final deadline for withdrawal from the course to change their mind.

3.4.3 Thesis/Concluding Project

The final requirement for the ThM program is the successful completion of a thesis or concluding project.

3.4.3.1 The supervision of the thesis/project is the responsibility of the student's Thesis/Project Advisor, working in conjunction with the student's Advisory Team. The student shall choose the subject of the thesis/project in consultation with the Thesis/Project Advisor and the Advisory Team.

Thesis

3.4.3.2   Before being allowed to proceed with a thesis, the student is required to present a thesis proposal for approval, first by the Thesis Advisor and then by the student's Advisory Team. The thesis proposal should contain the following elements:
- working title;
- brief statement of purpose;
- longer introduction to the project, commenting on such things as:
  - the reason why the project is interesting or important,
  - the scope of the material to be covered,
  - the methodology to be used,
  - possible results, etc.;
- tentative outline;
- core bibliography.

3.4.3.3 The thesis must be computer-printed in a letter-quality style. While there are no rigid length limitations, theses should normally be in the range of 20,000 to 35,000 words. The title page should conform to the normal ThM format, and should be followed by an abstract (200 words). The thesis itself should conform to one of the standard style guides in its most recent edition; e.g., K. L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; W. G. Campbell and S. V. Ballou, *Form and Style*; *MLA Handbook for Writers of Research Papers, Theses and Dissertations*. Whichever of these authorities is chosen, the student shall ensure that the rules are applied consistently throughout the thesis.

3.4.3.4 When the Thesis Advisor has determined that the thesis is ready for defense, he or she will inform the ThM Director, who will arrange for an oral examination of the thesis after first determining that all other requirements have been met. The examination committee shall consist of the Thesis Advisor and at least two other faculty members. The members of the committee will be appointed by the ThM Director, who will ensure (wherever possible) that each of the schools is represented. The ThM Director shall normally preside at the oral examination. At the end of the oral examination the committee shall make a decision concerning the acceptability of the thesis and assign one of the following:
- Acceptable
- Acceptable with minor revisions
- Not Acceptable without major revisions and a subsequent defense
- Not Acceptable

The examination committee may decide to award an "Acceptable" thesis the additional designation of "With Distinction." The criteria for such an award are:
If the examiners consider it exceptional (top 10% of master's theses) in one of the following respects, and better than average in the other two respects:
1. Breadth of coverage and clarity of presentation of earlier work relevant to the topic;
2. Depth of insight into complex issues;
3. Originality of contribution to the field.

3.4.3.5 If the examining committee assigns a passing grade to the thesis, it shall be the responsibility of the ThM Director to present the decision of the examination committee for information to the Graduate Studies Council, and to inform the Registrar of the school in which the student is enrolled that all requirements have been met. If the committee stipulates any corrections or alterations of the thesis, it shall be the responsibility of the Thesis Advisor to certify to the ThM Director, before the recommendation goes forward to the Graduate Studies Council, that such corrections or alterations have been made.

3.4.3.6 If the examining committee decides that the thesis is not acceptable, the candidate may request the Graduate Studies Council approve a second defense. In considering such a request, the Council shall take into account the reasons for the candidate's failure in the initial defense, any remedial work undertaken by the candidate, and the opinion of the Thesis Advisor. A second defense may not take place sooner than four months or later than twelve months after the first defense. In case of conflict with the absolute time limits for the completion of the program, the limits can be extended to accommodate a second defense. A candidate who is unsuccessful in a second defense shall be judged to have failed the program.

3.4.3.7 Two copies of the thesis in its approved form, with all revisions stipulated by the examining committee completed, and including the abstract and bearing the signatures of the Thesis Advisor and the other examiners, are to be submitted to the school granting the degree.

Project
3.4.3.8 The project does not require a formal proposal, but the student and Advisory Team should develop a statement of purpose, a plan, a tentative outline, and a bibliography in order to guide the student in the student's work.

3.4.3.9 The project should adhere to the guidelines in 3.4.3.3 except in length; the Project should be no longer than 12,000 words.

3.4.3.10 When the student and Project Advisor are satisfied that the project is completed, the Project Advisor will evaluate the project and recommend to the ThM Program Committee the final grade:
- Pass
- Fail

The Project Advisor may decide to recommend a "Pass" project be awarded the additional designation of "With Distinction." The criteria are the same as in 3.4.3.4 above.

The ThM Program Committee will receive the recommendation(s) of the Project Advisor and assign the Project a final grade.

3.4.3.11 Two copies of the project in its approved form, and bearing the signature of the Project Advisor, are to be submitted to the school granting the degree.

3.5 Time Considerations and Deadlines

3.5.1   The program is designed so that it is possible for persons to complete the program without having to relocate to Saskatoon. Students wishing to complete the program within three years should plan to be away from home for six one- to two-week blocks; that is, approximately eight to ten weeks over three years. Each period of time in Saskatoon will normally be preceded by preparatory work, and sometimes will be followed by concluding work: students should allow for an additional three weeks of full-time work (or part-time equivalent) for a one-week intensive, or an additional two weeks for a two-week residency. The thesis normally takes the equivalent of four months of full-time work and may necessitate trips for research and/or consultation with the Thesis Advisor.

3.5.2   All requirements of the program must normally be completed:
- Within five years of the completion of 12 cr;
- The program must be completed within seven years of initial registration.

3.5.3   Upon written request a twelve month extension may be granted by the ThM Program Committee. There is no possibility of further extensions or re-admission. Students who require more time because life circumstances prevent work on program requirements must apply for a leave of absence from the program.

3.5.4   The responsibility for identifying all requirements and for meeting them within the appointed time-frame rests with the student.

3.5.5   Leave of absence policy
A student may petition the ThM Program Committee for a leave of absence of up to one year, renewable once, from the ThM program. A fee may be charged. The deadline of the program will be extended by the length of leave granted. It is understood that the student will not have access to the resources of the program (including library) during the time of the leave.

3.6   Appeals

A student who is not satisfied with a grade assigned in a course or concluding project should speak with the professor and seek to find a satisfactory solution. If such a solution is not found, the student may submit a written statement of the grounds of the appeal, together with the relevant papers, to the Chair of the Graduate Studies Council. The Chair shall appoint a committee, in consultation with the faculty of the school in which the student is registered, to review the matter. The decision of the committee shall be final.

3.7   Academic integrity

Students are bound by the academic integrity regulations of their school of registration unless otherwise noted in this handbook.

4. POLICIES AND PROCEDURES SPECIFIC TO THE ThM PROGRAM

4.1   Registration

Students register for all courses offered through one of the GSC's schools through their own school of registration.

4.2   Records

The Registrar of the school of registration maintains the records of the ThM students registered through that school. The Director of the ThM Program should maintain a list of students enrolled in the ThM program, a list that will include the Program Advisor and Thesis Advisor.

4.3   Fees

4.3.1   All fees are payable to the school in which the student is registered.

4.3.2   Tuition fees for graduate courses are set by the Graduate Studies Council in consultation with the member schools.

4.3.3   Tuition for thesis preparation and supervision is equivalent to six credit hours and is normally payable when the thesis proposal has been approved; tuition for concluding project preparation and supervision is equivalent to three credit hours and is normally payable no later than the completion of all other coursework.

4.3.4   There is a continuation fee payable to the school of registration for any semester in which the student is not registered for a class, including any semester beyond two spent on thesis or project writing.

4.3.5   Two bound copies of the thesis or concluding project are to be provided to the school of registration at the student's expense.

4.3.6   There may be a graduation and/or an annual program fee, as set by the individual schools for all students enrolled in that school.

4.3.7   The degree will be awarded only after the Registrar of the student's school has ascertained that all fees and fines have been paid.

4.4   Financial Aid

The colleges of the STU each have their own funds for graduate scholarships and student financial aid. Students should contact the Registrar of their school for information and application forms.

4.5   Research Ethics

4.5.1   Although the ThM is not usually a ministry-based degree, students may decide to work on a thesis that involves research with human participants. The STU and the GSC abide by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)*. The full document is available at: http://www.pre.ethics.gc.ca/eng/index/. Students should work through the web-based tutorial found at that site. A brief summary is found below.

4.5.2   Any student research project involving other people must take account of the following guiding ethical principles:
- Respect for Human Dignity
- Respect for Free and Informed Consent
- Respect for Vulnerable Persons
- Respect for Privacy and Confidentiality
- Respect for Justice and Inclusiveness
- Balancing Harms and Benefits
- Minimizing Harm
- Maximizing Benefit

Research involving human participants should never be extractive, taking something out of a community or person, but not leaving any new capacity, learning, or real benefit behind.

4.5.3   Before beginning work with human participants, students will need to have their project design reviewed through the GSC Ethics Review process. The student will need to provide:
1. The project proposal
2. Description of the research methods/procedures including:
   a. description of participant recruitment/selection
   b. description of the process for obtaining consent
   c. description of the process for safeguarding and storing data
   d. description of methods for ensuring confidentiality
   e. description of procedures for dealing with any conflicts of interest
   f. description of how the research/project the student is planning will benefit the people/community with whom you are working
3. Copies of participant consent forms:
   a. a copy of a consent form that the student will ask participants to sign indicating their agreement to participate
   b. where signed consent of participants is not possible, the student must describe other means for documenting informed consent
   c. where children are under the age of 18, a copy of a parental consent form

4.5.4   Although not required in the project proposal itself, the following should be submitted to the thesis advisor (as applicable) for review before they are implemented:
1. copies of any letters or other forms of communication the student is using to recruit participants for the research
2. copies of any questionnaires being distributed
3. description of topics and procedures for interviews (if applicable)

4.5.5   Once the project has been approved, the student may begin to work with the participants. The student must keep careful records of the work and the participant consent forms. The information submitted for ethics review (copies of forms, descriptions of process) will form an appendix to the ThM thesis.

4.6   Library Policies

The STU Libraries have a common user guide and policies. Please contact any of the libraries for a user guide.

4.7   Other Policies

Students admitted to the ThM program are governed by the policies of the school of registration in all matters not covered by this handbook. Each school has its own policies on matters such as code of conduct, inclusive language, etc. Students should ask for the school's student handbook and familiarize themselves with the policies. Questions should be addressed to the Registrar or other academic official of the school of registration.

5. COURSES

Courses offered by the STU colleges use the following numbering system:

First letter:
B   Designates courses in Biblical Studies
S   Designates courses in Theology and Ethics
H   Designates courses in History
P   Designates courses in Pastoral Theology
I   Designates courses team-taught across disciplines

Second letter:
A   Designates courses offered through St. Andrew's College
E   Designates courses offered through the College of Emmanuel & St. Chad
L   Designates courses offered through the Lutheran Theological Seminary
U   Designates courses team-taught across two or three colleges

Numbers:
100-399   MDiv/MTS courses; 200- and 300- level courses may be "upgraded" to a 500-level course upon request; courses already upgraded are listed below
400-599   ThM courses; some may be taken by MDiv/MTS students with special permission, and some are open to DMin students as electives
600-799   DMin courses; some may be open to ThM students with special permission

ThM Courses

IU 401 Foundations of Theological Study and Research (3 cr)

Theological study at the post-graduate level differs from study for the first theological degree. Students are expected to develop their abilities to critically analyze and synthesize scholarship, and to work more independently towards answering their own research questions. This foundational residency will orient the student to the expectations of post-graduate study and research, assist the student in learning to locate themselves within the debates of the major discipline(s), support the student in beginning to formulate research questions, and assist the student in developing relationships with a number of faculty members.

This course is normally offered as a two-week residency taken at the outset of the program. In it, the student will read a specified bibliography in various disciplines, and meet with the Program Advisor, Advisory Team, and other faculty daily during the first week to discuss the readings. In the second week, the student will choose a topic and develop a research report to deliver at the end of the week to a seminar-style class consisting of at least three faculty. This report and its delivery constitutes the completion of the course.

IU 402 Research Methods in Theological Study (1 cr)

This course runs concurrently with and is a supplement to IU 781 Qualitative Research Methods (a one-week intensive course), and normally cannot be taken separately. Students will develop their familiarity with research methodology/ies used in theological study, building upon the concepts and questions articulated in IU 401.

IU 409 Disciplinary Tutorial (3 cr)

After the Foundations Residency, the student and the Advisory Team will assess what knowledge and skills the student needs to develop within the major area of study. This tutorial is designed to address areas that will not be covered in other courses or tutorials, and will cover a broad range of material within the discipline. The tutorial is normally taken as a one- or two-week residency with a format similar to the Foundations Residency, but with faculty from the student's major. Ideally a draft of the thesis proposal will be produced in this tutorial.

BU/HU/SU/PU 4xx Independent Tutorial (3 cr)

A reading, research, and discussion tutorial on a particular topic in a specific discipline. The student and the Advisory Team will design the topic and format and find a faculty member willing to direct the tutorial, which may be taken as a one- or two-week residency (similar in format to IU 409), or over a longer period of time by video conferencing. This course may be taken more than once with a different title/topic.

IU 498 Concluding ThM Project (3 cr)

IU 499 ThM Thesis (6 cr)

Approved courses

SA/PA 562 Race, Colonialism, Canadian Identities, and Intercultural Ministries (3 cr)

This course will engage students in a critical study of race, racism and intercultural ministry. Content will take an ecumenical, interdisciplinary and global perspective on the issues related to, and interpretations of, intercultural ministry. Perspectives from critical race and

postcolonial theories will be studied and engaged with to support students' development of strategies for anti-racist intercultural praxis in church contexts.

6. LEARNING COVENANT TEMPLATE

ThM Learning covenant

Student: _____ Major: _____

Advisory team: _____ _____ _____

Date admitted: _____ Date of covenant: _____

Program of Studies

Coursework Elements (18 cr)	Timeframe
Foundations Residency (3 cr)	
Major area: Disciplinary Tutorial (3 cr)	
DMin course (research methods or Bible/theology/history) (3 cr) Course title:	
Major area: course at 400+ level (or upgraded 200/300) or Independent Tutorial (3 cr) Course/tutorial title:	
Major area: course at 400+ level (or upgraded 200/300) or Independent Tutorial (3 cr) Course/tutorial title:	
Other area: course at 400+ level (or upgraded 200/300) or Independent Tutorial (3 cr) Course/tutorial title:	

Thesis (6 cr)	
Thesis proposal approval	
Thesis completed (ready for circulation for defense)	
Thesis defended	
Thesis final submission (post defense corrections/changes)	
OR Project + course/tutorial (6 cr)	
Major area: Project (3 cr)	
Other area: course at 400+ level (or upgraded 200/300) or Independent Tutorial (3 cr) Course/tutorial title:	

Language requirements (HB/OT and NT majors)	
1. Appropriate biblical language; and	
2. A modern language in addition to English OR a second biblical language	
Language requirements (all other majors)	
1. A modern language in addition to English; and	
2. An additional language, or specialized skill, appropriate to the area of research	

Note: for HB/OT and NT majors, the (first) Biblical language prerequisite must be met before student registers for any courses that count toward the major.

Expectations

Based on a template developed by the Canadian Association of Graduate Studies (CAGS-November 2012)

Academic Development	
It is the student's responsibility to:	It is the advisory team's responsibility to:
☐ Develop the necessary skills and learning approaches suitable for an advanced degree; ☐ Exhibit independent judgment, academic rigor, and intellectual honesty; ☐ Complete research, course work and/or thesis within the seven years of initial registration; ☐ Give due consideration to workload, and exercise care in the performance of the work assigned; ☐ Submit their material in a timely manner so as to receive an adequate assessment; ☐ Make timely progress towards completion of degree and spend the required number of hours carrying out research activities; ☐ Determine with the assistance of the advisor/supervisor, a yearly renewed or revised collaboration/study plan (or more frequently if the need arises).	☐ Ensure that the student's thesis is suitably aligned with the number of credits awarded and that the project is manageable with respect to the degree program objectives and the time allocated for the completion of the program; ☐ Ensure that student's research project has an appropriate hypothesis/question and achievable goals; ☐ Assist the student in developing their research interests and help the student modify the program when unforeseeable problems arise; ☐ Provide supervision in a way which leaves the student with room for autonomy; ☐ Provide timely feedback to thesis drafts and writings submitted by the student in accordance with an agreed upon schedule; ☐ Be open, honest and fair with the student when academic performance is not meeting expectations; ☐ Provide appropriate mentorship and guidance; ☐ Establish with the student a yearly renewed or revised program of studies (or more frequently if the need arises).

Communication	
It is the student's responsibility to:	It is the advisor and/or advisory team's responsibility to:
☐ Meet regularly/monthly (as determined) with the program (coursework stage) or thesis (thesis stage) advisor to report on research progress and to meet deadlines; ☐ Provide the advisor with a written report to allow time for review and comment before meeting; ☐ Hold face-to-face meetings with advisory team at least once per year and provide a progress report and future plans to the committee at least a week in advance of meetings;	☐ Meet regularly/monthly with the student to provide guidance, assess progress and assist student in the goal of completing the program on time; ☐ Monitor the accuracy, validity, and integrity of student's progress and respond in timely manner with comments/revisions to drafts of applications, reports or research presentations; ☐ Meet with the student to discuss specific provisions related to their course of study, especially regarding intellectual property and financial support; ☐ Ensure that the student is aware of relevant policies and procedures for the conduct of research; ☐ Assist the student in the presentation of their work as it progresses; ☐ Be available to meet with the student and at the student's request to provide support to the student towards the progress and completion of the program; ☐ Make arrangements to ensure the continuity of supervision during leaves or extended periods of absence.

Interpersonal and Professional Conduct	
It is the student's responsibility to:	It is the advisor and advisory team's responsibility to:
☐ Be receptive to any advice or suggestions given by the advisor or other faculty member involved in their education; ☐ Interact with fellow students, both graduate and undergraduate, staff and faculty in a professional and mature manner; ☐ Seek assistance from the advisory team especially making important decisions about the course of study or while looking to define or redirect their thesis project; ☐ Advise the advisory team, in a timely manner, of any issues arising throughout the course of his or her program (difficulties of integration, learning or financial issues, selection of courses, availability of the advisor/supervisor, absence or delay in feedback material concerning their work or any other difficulty related to his or her supervision framework); ☐ Advise the advisory team, in a timely manner, of any foreseen prolonged absence; ☐ Be aware of policies and rules and regulations in effect at the college of registration as well as any communications which may be directed to them.	☐ Establish a professional working relationship to guide the student in their approach to research; ☐ Guide the student in learning to work independently and as a member of a team; ☐ Implement a plan of action to help overcome any unforeseen difficulties; ☐ Advise the student concerning the preparation and submission of their thesis or drafting of research papers; ☐ Avoid personal or business relationships that may constitute a conflict of interest; ☐ Give credit in an appropriate manner to graduate student contributions to scholarly activity, whether presented at professional meetings, publications, or in applications for grants.

Publications and Intellectual Property
It is both the student and thesis advisor's responsibility to:
☐ Present research results that are publishable in reputable, externally refereed journals, thereby achieving the goals of creating new knowledge and reporting it to the appropriate community; ☐ Publish the findings from the research. Agree that if original research is carried out by students, the intellectual property component may wholly or in part belong to the student; ☐ Maintain appropriate confidentiality concerning research activities, in accordance with existing practices and policies of the discipline.

Professional Development	
It is the student's responsibility to	It is the advisory team's responsibility to:
☐ Work together to find opportunities for students to attend suitable conferences and present research findings and seek funding sources for associated travel costs.	
	☐ Encourage participation in non-academic programs for professional development, such as effective writing courses, teaching training programs, conflict resolution and workshops on research grants.

Annual renewal: _____ _____

_____ _____

7. EVALUATION RUBRICS

ThM Goal 1: Demonstrate a systematic understanding of knowledge and a critical awareness of current problems and/or new insights, much of which is at, or informed by, current scholarship in theological studies

Objective	Not meeting	Partially meeting	Meeting
Locate their own questions and analysis in relation to specific theological, historical, exegetical, ethical or pastoral scholarship	Knowledge of the questions and contributions of scholarship is broad and general	Able to identify a specific area of study relevant to their own questions and distinguish differences in methods and approaches	Develops a comprehensive literature review in relation to their study or area of interest
Demonstrate a broad knowledge of sources and the awareness of a wide spectrum of topics, themes, and traditions	Limited knowledge of sources; awareness of a few topics, themes, and traditions	Knowledge of sources in area of inquiry; awareness of some topics, themes, and traditions	Broad knowledge of sources and awareness of a wide spectrum of topics, themes, and traditions

ThM Goal 2: Develop a working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in a theological discipline or disciplines

Objective	Not meeting	Partially meeting	Meeting
Articulate a clear research question and identify how the constructs and methods emerge from a particular (or interdisciplinary) field (theology, exegesis, history, ethics, pastoral studies)	Provides a broad statement of interest in advanced theological study, without situating it in relation to specific prior research or a particular field	Articulates a specific statement of research interest and identification of a particular field of study	Identifies a research question and design that employs epistemological and methodological sources appropriate to the inquiry and the broader field of study
Demonstrate an understanding and application of methodologies particular to specific fields	Provides a broad statement of interest that does not indicate an awareness of particular methods for inquiry	Identifies methodological differences in the texts and other scholarship referred to in their course work	Locates their own questions and approaches in relation to specific methodological practices and demonstrates an appropriate application (which may involve critique and revision of the methodology employed)

ThM Goal 3: Demonstrate the intellectual independence required for continuing theological leadership and scholarship

Objective	Not meeting	Partially meeting	Meeting
Produce original research that clearly articulates a contribution to the specific field and identifies directions for further study	Produces research that constitutes no, or only an insignificant contribution to the specific field	Produces original research that contributes to the specific field and identifies a few directions for further study	Produces original research that constitutes a clear and decisive contribution to the specific field and identifies directions for further study