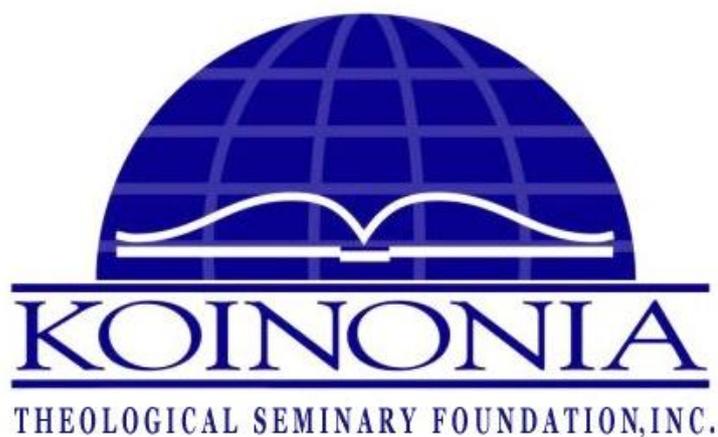


Integrative Research / Thesis Guidelines

MA Theology (Missiology)



KOINONIA THEOLOGICAL SEMINARY

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Introduction

The culmination of MA Theology (Missiology) at Koinonia Theological Seminary is the development, conduct and presentation of an *integrative research project / thesis*. This allows prospective graduates of the aforementioned programs to pursue research under the supervision of an advisor and a committee composed of qualified, graduate faculty members and practitioners.

The guidelines and procedures outlined in this document is intended to assist students in the preparation of a thesis that satisfy the academic excellence and scholarship expected of a prospective graduate.

It should be noted that the guidelines contained here are subject to revision and refinement to maintain its relevance.

Learning Outcomes

Missiology is multi-disciplinary and integrative in nature with an applied and practical outcome. As such, the overarching purpose of the *integrative research project / thesis* requirement is the integration of the key features of a student's learning within the MA Theology Program (that comprises of Biblical Studies, Christian Thought / Theology and Missiology / Ministry Practice) and in forming a bridge from college study to the professional world. For example, a student demonstrates the capacity to apply him/herself to a particular department (say Missiology / Ministry Practice) and synthesize learning from the other two departments (Christian Thought / Theology and Biblical Studies)

At the completion of this component of the course students will be able to demonstrate:

1. Demonstrate integration of the key features of learning from all three departments undertaken in their study
2. Critically examine learning from Old and New Testaments, theology, history and other electives undertaken in Christian Thought and Ministry & Practice
3. Synthesize the application of knowledge, learning and practice into their specific assessment/s
4. Demonstrate the capacity to reflect upon personal maturity and self-development
5. Synthesize college learning experiences with the professional world towards work readiness

The *integrative research project / thesis* should demonstrate a capacity for research; an ability to draw conclusions; skill in organizing materials; and facility in the use of language.

Choosing your area of study

Your *integrative research / thesis* topic can broadly be undertaken in the form of an academic or field-based research, with an output relevant to Christian Ministry or Missions. It must have clear aims and focus, and will normally be between 5000-7000 words (including footnotes but not bibliographies or abstracts). ***The arrived topic of research does not need to be new or original to the field, but it must be new and original research for the candidate.***

To help students and advisors navigate the choose of a topic of study, students can undertake their research assessment under two orientations:

Research Orientation

- *Project-based learning* – specific project content to a specific goal with recommendations
- *Problem-based learning* – a specific problem to be solved to stimulate and situate learning
- *Case study analysis* – participated centered learning emphasis on collaboration, cooperation, self-observation and reflection
- *Leadership education* – explicit leadership skills development based on learned behavior and skills providing a balance approach to work and life and self-awareness

Practice Orientation

- *Service learning* – participate in an organized service activity meets community needs impacting student's personal, attitudinal, moral, social and cognitive outcomes
- *Work placements* – a field placement undertaken as part of the unit of study, supervisor should monitor student's progress and assessment of student learning
- *Internships* – directly linked to the student's future professional world and unit of study developing a strategic focus on structured work based learning
- *Immersion experiences* – participant centered short-term field-based approach such as community projects

Administrative guidelines

Qualification

Graduate students of the seminary may decide to undertake the *integrative research project / thesis* writing endeavor after (1) finishing all the Core and Elective coursework requirements of the MA Theology (Missiology) and (2) undertaken or completed the Advance Research Methods subject specific to the MA Theology (Missiology) program. ***An exemption to this requirement may be given under certain circumstances but only at the expressed permission of the Missiology Program Coordinator.***

These guidelines do not however limit prospective thesis writers to start developing the concept of the inquiry they plan to push through while still complying the academic requirements of the degree they are taking.

Research Advisor

Developing a viable topic of study can be difficult. With this in mind, the student candidate can ask an authority over the subject of interest to serve as thesis advisor. The candidate has the leeway to choose one that can cater to his or her needs.

One's interactions with the advisor often influences the tenor of the thesis experience. Depending on the possible orientation of the written work the advisor should have doctoral training pertinent to the subject OR a qualified and experienced practitioner in the subject area. As a rule of thumb, in-house experts and faculty has to be tapped first before recruiting an advisor from other organizations.

In agreeing to work with the candidate, the thesis advisor assumes from the candidate maturity and self-discipline necessary to undertake a major academic project. He/She is entitled to make and act upon that assumption.

The advisor may not expect the candidate to know everything necessary to complete the thesis. After all, thesis work provides the candidate with the opportunity to expand intellectual horizons and hone academic skills. But basic academic and technical skills need to be mastered before officially starting the thesis work.

Communication between a thesis advisor and the candidate cannot be overemphasized. It is a truism that communication is a two-way street, but in the case of thesis work much of the burden for maintaining meaningful contact with the advisor falls on the candidate. What it is important for a meaningful thesis experience is the rapport between the candidate and his/her advisor.

Recognize that advisors usually have responsibilities to other students, colleagues, and to their own work. They are usually busy professionals. ***Candidates should endeavor to establish agreed up milestones with their advisors. Furthermore, the candidate is expected to self-regulate when it comes to critical milestones of the project.***

Research Supervision Committee (RSC)

A. Composition

The RSC shall as a default be composed of **Academic Dean** and **Program Coordinator for Missions** can serve as part of the committee. One shall serve as chairperson. The chairperson presides over the proposal or final review of a thesis. The thesis advisor can serve as the THIRD member of the committee.

In justifiable cases, the composition of the RSC may be reconstituted. Unavailability of a member of a panel within the conduct and final review of the thesis could be one of the reasons. In cases where reconstitution of the TC is inevitable, the candidate may apply for TC reconstitution which shall be approved by the Academic Dean. A *Change in Thesis Committee Membership Form* (Attachment 2) can be secured from the Dean's office.

B. Role of the Research Supervision Committee

The RSC shall take primary responsibility in overseeing the conduct of the research and assessment. The committee helps the student ensure that the content, conduct, and form of the thesis satisfy the general standards for academic and ethical research and the standards of the institution for scholarship.

It is expected for RSC members to serve as mentors to the candidate rather than as opposition to the work the candidate intends to accomplish. In case diverging views may arise among the RSC members over a certain issue pertinent to the study being reviewed, it is imperative for the committee to arrive at a consensus. It is for the RSC chair to ensure smooth and clear building of consensus. Prudence should be exercised, however, that generally accepted standards in the conduct of academic research are not compromised.

In view of the importance of the thesis as part of graduation requirements, a student cannot graduate without the RSC's approval of the thesis.

Research reviews

A research project usually goes through proposal and final review procedures. The proposal or the final review must be requested by the candidate with the recommendation of the advisor and RSC. The request must be formally made using the *Thesis Defense Request Form* (Attachment 3) which must be duly approved by the Academic Dean.

In these reviews the candidate must:

- a. Schedule the review to make sure the advisor and RSC members are available
- b. Ensure that the final draft to be reviewed is thoroughly edited before submitting copies to the review group

- c. Prepare clear copies of the thesis proposal or final manuscript for the advisor and the RSC members at least 10 working days before the defense date following specified format
- d. Photocopies the minutes of the review for the advisor, RSC members and the Academic Dean's office to keep right after the review
- e. Makes sure that the comments and suggestions during the defense are addressed in the succeeding revisions of the manuscript

During the review, the candidate is usually given time to present the proposal (in case of a proposal review) or the results, conclusions and recommendations of the study (in case of a final review). The RSC then asks questions and gives suggestions pertinent to the framework, methodology, data analysis, implications drawn from the results, and all other aspects of the project.

It should be noted that the final review must occur at least **4 weeks before the graduation schedule**. This is to give ample time to the administration to comply with other graduation protocols.

Reviews may be attended by a limited number students who may have the same major or area of interest with the candidate. Attendance in reviews must, however, be booked ahead from the department. The students shall attend as observers. They could not ask questions or give inputs during the review proceedings.

Research approval and acceptance

The advisor recommends the *integrative research project / thesis*, by signing the *Approval Sheet (AS)* (Attachment 4), to be approved by the RSC. This is after the advisor's examination that the comments and suggestions during the final review are duly complied by the candidate. The RSC then examines the manuscript further to ensure compliance to the agreed standards of academic research and scholarship. The marking scheme shall comply with the sample marking scheme (see Appendix 5) that the RSC has agreed upon. If the manuscript is found meritorious, the RSC signs the *AS*.

After the advisor and the RSC sign the *AS*, the candidate submits the manuscript to the Academic Dean for acceptance. The signature of the Academic Dean on the *AS* indicates acceptance of the thesis. At this juncture, the manuscript is ready for binding and reproduction.

In all these, the candidate takes the responsibility of having the *AS* duly signed pertinent individuals.

Submission process and deadlines

After the AS is duly signed by the advisor, RSC and the Academic Dean, the candidate may then reproduce the entire manuscript with all the necessary pages (refer to the Parts of the Final Manuscript) and have it hard bound.

Two hard bound copies and one e-copy (using CDR-W or email) of the manuscript must be submitted to the Registrar. One of the hard bound copies shall be stored in the library. The other shall be left at the Registrar for filing.

The hard bound copies and the e-copy must be submitted to the registrar at least 4 weeks before the graduation date.

The output of the thesis endeavor is a formal, bound book bearing the student's name and the signatures of the advisor, members of the RSC. It shall be permanently housed in the school library. Moreover, it shall be listed in the compilation of graduate theses abstracts.

Completion

Depending on the pace of the student, the thesis requirement can be accomplished within a minimum one semester or a maximum of three consecutive semesters. This completion period is inclusive of the proposal and the final review procedures.

The first semester of thesis work shall be enrolled as a 6-unit subject. In case a student is not able to accomplish the work within one semester, s/he has to file an *application for residency* for every succeeding semester of thesis work. Every time a student files for residency, a residency fee of one thousand pesos (Php 1,000.00) shall be charged on the student.

Beyond the 6-semester completion period, the candidate may be advised to enroll the *Thesis Seminar* as a refresher course. After which, s/he may be asked to develop a new project should the TC find it irrelevant to pursue the original project.

Payments

Successful completion of a thesis work entails involvement of a team of experts. These are the individuals who provide relevant scholarly assistance to the candidate in developing the proposal, implementing the project and in coming up with the written report. They make sure that the overall conduct of the thesis is scientific and ethical. Moreover, they provide a helping environment that encourages the candidate to critically explore the subject of inquiry.

As a form of giving premium to their invaluable involvement, a research conduct fee schedule has to be observed. The following schedule specifies amount the candidate has to prepare for the proposal and final review.

Items	Proposal	Final
Advisor's fee	Php 4,000.00	Php 4,000.00
RSC chair	2,000.00	2,000.00
RSC member	1,500.00	1,500.00
Administrative cost	500.00	500.00
Total	Php 8,000.00	Php 8,000.00

Note: The RSC member's fee is for each member of the RSC.

The administrative cost will cover expenses for the reproduction of the minutes of the review proceedings, energy and other such costs the review may entail.

For studies that may require quantitative analysis, the candidate has the leeway to employ the services of a reputable statistician. In effect, the statistician's fee has to be settled by the candidate directly to the statistician. This principle also applies to the work of a technical editor.

To facilitate order in this accommodation and allocation of payments, the registrar shall take responsibility in ensuring that the payments are received properly and shall further allocate what is due the advisor and the members of the RSC.

Formatting guidelines

Parts of the manuscript

Manuscripts generally contain the parts outlined in the following matrix and must conform to specified formatting protocols. *The sample below is written for a counselling research paper.* Depending on the choice of research or practice orientations, some of the parts (esp in Ch 3) listed below may or may not be relevant.

Sequence	Proposal	Final	Pagination	Page number placement	Part of Table of Contents
Preliminary pages					
Title page	Yes	Yes	C; DNN	None	No
Approval sheet	No	Yes	C; DNN	None	No
Acknowledgment	No	Yes	C; N	BC; SRN	No
Table of contents	Yes	Yes	C; N	BC; SRN	No
List of tables	No	Yes	C; N	BC; SRN	Yes
List of figures	No	Yes	C; N	BC; SRN	Yes
Abbreviations	No	Yes	C; N	BC; SRN	Yes
Abstract	No	Yes	C; N	BC; SRN	Yes
Text pages					
Chapter 1: Understanding the Problem	Yes	Yes	C; N	BC; ARN	Yes
Introduction	Yes	Yes	C; N	BC; ARN	Yes
Statement of the problem and research question / hypothesis	Yes	Yes	C; N	BC; ARN	Yes
Research framework	Yes	Yes	C; N	BC; ARN	Yes
Scope and limitations	Yes	Yes	C; N	BC; ARN	Yes
Significance	Yes	Yes	C; N	BC; ARN	Yes
Definition of terms	Yes	Yes	C; N	BC; ARN	Yes
Chapter 2: Review of related literature	Yes	Yes	C; N	BC; ARN	Yes
Chapter 3: Method	Yes	Yes	C; N	BC; ARN	Yes
Research design	Yes	Yes	C; N	BC; ARN	Yes
Respondents	Yes	Yes	C; N	BC; ARN	Yes
Measures	Yes	Yes	C; N	BC; ARN	Yes
Procedures	Yes	Yes	C; N	BC; ARN	Yes
Data analysis	Yes	Yes	C; N	BC; ARN	Yes
Chapter 4: Results and Discussion	No	Yes	C; N	BC; ARN	Yes
Results	No	Yes	C; N	BC; ARN	Yes
Discussion	No	Yes	C; N	BC; ARN	Yes
Chapter 5: Conclusions and recommendations	No	Yes	C; N	BC; ARN	Yes
Conclusions	No	Yes	C; N	BC; ARN	Yes
Recommendations	No	Yes	C; N	BC; ARN	Yes
Closing pages					
References	Yes	Yes	C; N	BC; ARN	Yes
Appendices	Yes	Yes	C; N	BC; ARN	Yes
Curriculum vitae	No	Yes	DNC; DNN		No

Note: C=Count; DNC=Do not count; N=Number; DNN=Do not number; BC=Bottom center; ARN=Arabic roman numeral; SRN=Small roman numeral

Form and style

It should be remembered that the final manuscript must be fine-tuned before submitting to the advisor and TC for final review.

A. Paper and reproduction

Both the proposal and final manuscript of the thesis must be 8.5 x 11 inches in size, white print quality bond paper. The weight and content of the paper must be consistent throughout the thesis.

Photocopying is the most satisfactory and economical method of producing additional copies of the thesis. However, the copy must be of good quality, reproduced on white print quality paper and may be produced using high-quality photocopying or with computer- assisted reproduction methods at the same standard as the original. All copies must be free of smudges and blemishes. It must be ensured that the photocopies are readable and comprehensible particularly the figures, drawings and graphics.

As a rule of thumb, the texts and images must be reasonably crisp and dark.

B. Font, spacing, margins and pagination

Use *Times New Roman* as the font style. Font size 12 is suggested for the texts in the manuscript. Do not bold, italicize or underline texts. An exception may be acceptable in indicating notes after tables where font size 10 is used and texts are italicized.

The preliminary pages including the approval sheets, text, tables, figure captions, page numbers, and appendices must all be in the same font. Parts of a figure may be in a different font. A smaller font size such as 10-point may be used in the tables if its use enables fitting of a table in one page.

Double-spacing must be observed in the body of the manuscript. Single spacing may be used in tables and in figure captions or titles. There are also specific spacing requirements in most of the preliminary and closing pages.

The margins throughout the manuscript should be 1.5 inches on the left (to give space for binding) and 1 inch on the right, top and bottom.

The pagination and page number placement are illustrated in the matrix preceding this section.

C. Footnote citation and referencing

Inclusion of valuable literature and sources of information is vital in the development and completion of a thesis. It is in fact encouraged. One must however ensure that academic honesty is exercised in the inclusion of these sources.

In doing citation, that is, including concepts and research findings from varied sources such as journals, books and electronic media in the footnote of the manuscript, the **Chicago Manual of Style** OR **Turabian** format is preferred.

Chicago Manual of style OR **Turabian** format is also expected in citing the sources in the References section. For examples, please refer to http://www.chicagomanualofstyle.org/tools_citationguide.html

Refer to *Citing References* (Attachment 5) for illustrations in doing parenthetical citations and formatting the References section.

Appendix I

Grading scale

A 95-100; **A-** 90-94; **B** 85-89; **C** 80-84; **D** 75-79; **F** less than 75.

Sample Marking Guide

	F	C/D	B	A-	A
Response to the question	Does not answer the question	Answers question, but without detail or omitting several major points	Answers questions, providing supporting detail covering the most important points	Answers questions, providing supporting detail and covering all important points expected in detail	Meets criteria for B+ and contributes relevant unique, original or creative content from personal reflection
Clarity of Argument	Argument is incoherent	Basic argument – the analysis is simplistic and descriptive	Coherent argument supported with evidence	Well-structured and balanced argument, showing deep analysis and some independent thought	Well-structured and balanced argument, showing critical analysis and independent thought
Use of Primary / Secondary Sources	Does not engage the biblical text / secondary sources	Awareness of some relevant biblical text and sources	Thoughtful engagement of the biblical text and secondary sources. Identifies and engages with relevant sources	Pronounced ability to engage the biblical text and secondary sources. Shows an extensive awareness of a spectrum of views	Pronounced ability to engage, analyse and discern from a wide variety of views and sources to arrive at a balanced conclusion
Subject Area	No grasp of foundational material	Beginning to grasp foundational features relevant to the topic	Good grasp of foundational features relevant to the topic	Pronounced grasp of foundational features relevant to the topic	Pronounced and discerning grasp of foundational features relevant to the topic

Attachment 1

RESEARCH SUPERVISION COMMITTEE COMPOSITION FORM

Name of Candidate:

Course:

Title of the Study:

Major:

Endorsing for review the research referred hereto.

Adviser

Signifying our willingness to be part of the Thesis Committee of the research referred hereto.

Chair

Member

Member

Approving the composition of the Research Supervision Committee referred hereto.

Academic Dean

Attachment 2

CHANGE IN RESEARCH SUPERVISION COMMITTEE MEMBERSHIP FORM

Name of Candidate:

Course:

Title of the Study:

Major:

I am duly requesting for the reconstitution of the Research Supervision Committee of my research.

Original Membership

Members	Role	Reason for change

New Membership

Members	Role	Remarks

Review status upon request

 On-going proposal

 Completed proposal

 On-going final

Signature of candidate

Noted:

Adviser

Approved:

Academic Dean

*Attachment 3***THESIS DEFENSE REQUEST FORM**

Name of candidate			
Title of the study			
Date of review		Venue:	

	Name	Signature	Remarks
Adviser			
TC Chair			
TC Member			
TC Member			

Approved:

 Academic Dean

*Attachment 4***APPROVAL SHEET**

In partial fulfillment of the requirements for the degree **Degree Being Undertaken**, this thesis entitled “**TITLE OF THE STUDY**”, prepared and submitted by **Firstname MI. Familyname**, is hereby recommended for approval and acceptance.

FIRSTNAME MI. FAMILYNAME,DEGREE

Adviser

Approved by the Research Supervision Committee.

FIRSTNAME MI. FAMILYNAME,DEGREE

Chair

FIRSTNAME MI. FAMILYNAME,DEGREE

Member

FIRSTNAME MI. FAMILYNAME,DEGREE

Member

Accepted as partial fulfillment of the requirements for the degree Degree Being Undertaken.

FIRSTNAME MI. FAMILYNAME,DEGREE

Academic Dean