

## **Divinity School of Chung Chi College**

### **Master of Theology and Doctor of Theology**

#### **Purpose**

The information here are applicable only for potential applicants and students admitted to the Master of Theology (M.Theol.) and Master of Theology to Doctor of Theology (M.Theol./D.Theol.) programs in Divinity School of Chung Chi College, the Chinese University of Hong Kong (Divinity School), with degrees conferred by SEAGST. Only those aspects not covered by the SEAGST Handbook, from the perspective of Divinity School are noted here. All matters related to the above two programs are decided by the Committee for M.Theol. and D.Theol. Programs (the Committee) in Divinity School.

#### **Language Competence**

For M.Theol./D.Theol. applicants where English is NOT their first language but will be using it as the medium of study, an equivalent of TOEFL 500, or a Pass grade in their General Certificate of Examination 'Advanced' level is required upon application.

For applicants who intend to major in biblical studies, there must be transcript proofs of successful completion, with grades no lesser than B- of either Biblical Hebrew I and II or Biblical Greek I and II for Hebrew Bible or New Testament respectively.

#### **Enrollment**

The applicant is not allowed to study more than one degree program and at more than one institution upon admission.

#### **Admission**

All students admitted to the M.Theol. and M.Theol/D.Theol. programs are Associate Students in the Chinese University of Hong Kong.

#### **Duration of Study**

M.Theol.

Full time: 2 academic years

Part-time: 4 academic years

Pre-M.Th.:

Full time: 1 academic year

Part-time: 2 academic years

(for the successful completion of 4 courses)

D.Theol.

Full-time: 3 academic years

Part-time: 6 academic years

### Application for Extension of Study

Should the student foresee a longer period needed to complete their program, hence will exceed the program limit as stated above, application for extension of study must be submitted in the last academic year on the month of May to the Committee for approval. Should the candidate fail to submit an application for extension, and the duration of the program has expired, the status of the candidate will also be **automatically** discontinued. Thereafter, the student must re-apply for the program from scratch.

The letter of application must state clearly reasons (and with documentary proof, if necessary) for the delay in the program of study. All applications are subject to approval by the Committee. Every student can only apply for extension twice in a program. Thereafter, the status of the student/candidate will also be **automatically** discontinued and the student must re-apply for the program from scratch.

### **School Fees**

School Fees are paid at the beginning of the semester. The first payment is the full amount of four courses for the first semester.

For part-time students, please note that the balance will be carried forward until the completion of the fourth course, before the next amount is due. Thereafter, course fees are paid as per course registered. In other words, if the student would like to take more than the eight required courses, perhaps during the period of thesis writing, the student must pay for the extra courses. If the student should fail a course and is required to re-take another in order to fulfill the requirement, the student must also pay for the additional course.

During the period of thesis writing, all M.Theol. and D.Theol. candidates, regardless part-time, full-time, or extension of study, must pay per course fee every semester until the submission of the thesis.

### **Program of Study**

Upon admission, both students in the M.Theol. and M.Theol/D.Theol. programs are allocated their primary supervisors. All students are required to take **8** courses. It is recommended that students select up to a maximum of 6 courses related to their area of research and 2 other courses which are not. For students whose medium of communication exclude Putonghua or Cantonese, they can select 2 courses related to the area of study, and 6 other courses which are not. All of these courses **must be approved** by the thesis supervisor.

### Evaluation of All Work

- A Excellent or Honours
- B Good or High Pass
- F Fail

Grades must not be lower than B- for each of the 8 courses. Any course taken which has a grade lower than B- is considered FAIL, and the student must re-take the course or another course, according to the thesis supervisor's advice. For those in the M.Theol. program, should there be 2 courses with grades lower than B-, they cannot continue their studies. For those in the M.Theol/D.Theol. program, their programs will be discontinued should there be a failure in a course.

### Plagiarism

The consequence of a student caught in plagiarism in a piece of work is immediate dismissal from the college. The student cannot reapply to the college for the same program or other programs. Please see <http://www.cuhk.edu.hk/policy/academichonesty/>.

### Comprehensive Examination

Comprehensive examinations are only held in the months of May and December in the academic year. For full-time students who are admitted in the month of August, they MUST sit for their comprehensive examination in the month of May, which will be at the end of the first academic year in our college.

There are **two** written essay question papers, held on two separate days and three hours each. The number of questions to be answered depends on the examiners (not necessarily the supervisor) and may differ in the areas of concentration. The supervisor should decide if the examination should be a closed-book or an open-book examination. The latter option can comprise selected printed materials or reference materials only. However, no personal notes are allowed in the examination hall.

**Paper One** is a general paper which covers the general area of the student's research area. It will also reflect the courses which the student has taken during the academic year.

**Paper Two** is related specifically to the student's research area.

All students are expected to seek out their supervisors at least one month prior to May to discuss the boundaries and limits of their comprehensive examination as well as their thesis focus. Application for the examination dates and time must be submitted to the Committee no later than the last week between 23<sup>rd</sup>-28<sup>th</sup> of April.

For M.Theol/D.Theol. students, a bibliography list of at least 30 sources are to be submitted in the month of April to the supervisor for approval as boundaries for the comprehensive examination.

The bibliography list and the proposed examination dates, upon approval by the supervisor will be submitted to the Committee for endorsement. The student will be notified by the office the examination dates and time thereafter.

#### Grading Scale of Comprehensive Examination

Pass:

A to A- Excellent answer. The answers express clear grasp of the subject matter and are clearly and logically presented, with evidences supported for every point mentioned. The analysis is thorough, original and also evaluative. The answers also reflects on the issues which demonstrate a keen awareness to the implications of the solution given. The answers show that it is able to go beyond the course work and materials to deal with the subject in a more in-depth manner. The work should be exemplary. In other words, good grammar is essential.

B+ to B- Good answer. The answers express clear grasp of the subject matter and are clearly and logically presented. There are adequate viewpoints (as according to the what the course materials has covered) used as evidence for the support of the answers. There is an attempt in the answer to express insights or to deal with the issues raised.

C+ to C- Satisfactory answer. The answers expresses a clear grasp of portions of the materials. There is adequate attempt to deal with the concepts and viewpoints, however of limited capacity. The answers must show some effort to be analytical, evaluative and reflective.

Fail.

#### Thesis Proposal

Thesis proposals of the two programs must be submitted in the month of June, one month after the date of the second paper of the Comprehensive Examination to the Committee. Second reader and/or third reader will be appointed by the Committee to examine and comment on the proposals. Readers may advise the committee that a re-submission of thesis proposal be made. In such situations, a time limit will be imposed on the student to revise the proposal for re-submission to the satisfaction of the readers and supervisor.

Should a student fail in the Comprehensive Examination or the Thesis Proposal, their studies will be discontinued.

Upon successful completion of the Comprehensive Examination and the Thesis proposals, the students in the two programs will be officially notified. For students in the M.Theol. programs, they will be recognized as M.Theol. candidates, and for those in the M.Theol./D.Theol. programs, they will be recognized as D.Theol. candidates.

### Thesis Writing

Both M.Theol. and D.Theol. candidates must register for the thesis writing course codes (as confirmed by the academic office) for the duration of their thesis writing.

### Thesis submission for M.Theol. candidates

Please ensure that all thesis follow the prescriptions according to the Format of Thesis. Two to one month prior to the expected submission date of the thesis, the candidate must submit the form THS-1 with the supervisor's endorsement to the Committee. The supervisor is required to fill in part of this form to nominate names of at least two external examiners. The nomination of examiners should be discussed with the candidate before the form submission.

After the candidate has finally completed the thesis, form THS-2 must be submitted with the supervisor's signature as approval and at least 2 bound copies (depending on the number of examiners in the Examination Panel) to the office during office hours. The office will dispatch them to the examiners.

The examiners will fill in the form THS-3 and return it as well as the list of corrections to the Office.

### Possible Outcomes of the Examination

1. Pass without revision
2. Pass with revision
  - with revision inspected by supervisor (time for revision is not more than 3 months)

For 1. and 2., the candidate is recommended to the Committee for award of degree

3. The present submission is not passed. The external examiner will review the corrections before a decision to pass or fail is made. (Under this circumstance, the candidate cannot take more than 6 months to revise the thesis.)
4. Failure. No re-submission is allowed and the candidate has to discontinue studies.

N.B. In the above situations where revision is required,

- a. please take note of the expiry date to submit the revised thesis.
- b. should the candidate take more than the required time to revise or correct, a letter of application for extension to revise with adequate reasons must reach the office at least 2 weeks before the date of expiry. The Committee will decide if the reasons are acceptable.
- c. should no such letter or revised copy of the thesis is received by the office on the date of expiry, the candidate's status will automatically discontinue.

### Thesis submission for D.Theol. candidates

Two months prior to the expected submission date of the thesis, the candidate must submit the form THS-1 with the supervisor's endorsement to the Committee. The supervisor is required to fill in part

of this form and to suggest dates and names of the moderator and the internal and external examiners (which made up the examination panel, including the supervisor and moderator) to the Committee. The office will make all the necessary appointments with the examiners and the arrangements for the oral defense.

After the candidate has finally completed the thesis, form THS-2 must be submitted with the supervisor's signature as approval and at least 4 bound copies (depending on the number of examiners in the Examination Panel) to the office during office hours. The candidate must ensure that the date of submission of the bound copies of the thesis and the date for the oral defense is at least 6 weeks apart.

#### Oral Defense for D.Theol. candidates

On the day of oral defense, the candidate must reach the examination hall on time. The candidate is to wait outside the examination hall until called upon to enter the hall and be introduced to the examiners. The candidate waits and follows the instructions of the moderator for the flow and order of the oral defense. At the beginning of the oral defense, the moderator will invite the candidate to briefly explain what the thesis is about for 7-10 minutes. Thereafter, the moderator will call upon the examiners to raise questions and will indicate to the candidate when to respond. The discussion of the thesis between the examination panel and the candidate, including the brief presentation by the candidate should not exceed 90 minutes. At the end of the 90 minutes, the moderator will bring the discussion to a close and will request the candidate to leave the hall so that the examiners can deliberate.

The candidate must wait outside the hall until called upon again to enter the hall to receive the results of the deliberation.

#### Possible Outcomes of the Oral Defense

1. Pass without revision (no corrections required)
2. Pass with revision
  - with revision inspected by an examiner or supervisor (time for revision is not more than 3 months)

For 1. and 2., the candidate is recommended to the Committee for award of degree

3. The present submission is not passed. The candidate is allowed to re-submit and has to be re-examined, in other words another oral defense will be arranged. (Duration for re-submission can be between 6 months to 12 months as agreed and decided by the examination panel.) In addition, the examination panel will also advise who will supervise the revision.
4. Failure. No re-submission allowed and the candidate has to discontinue studies.
5. Recommended for the award of M.Th. degree.

N.B. In the above situations where revision is required,

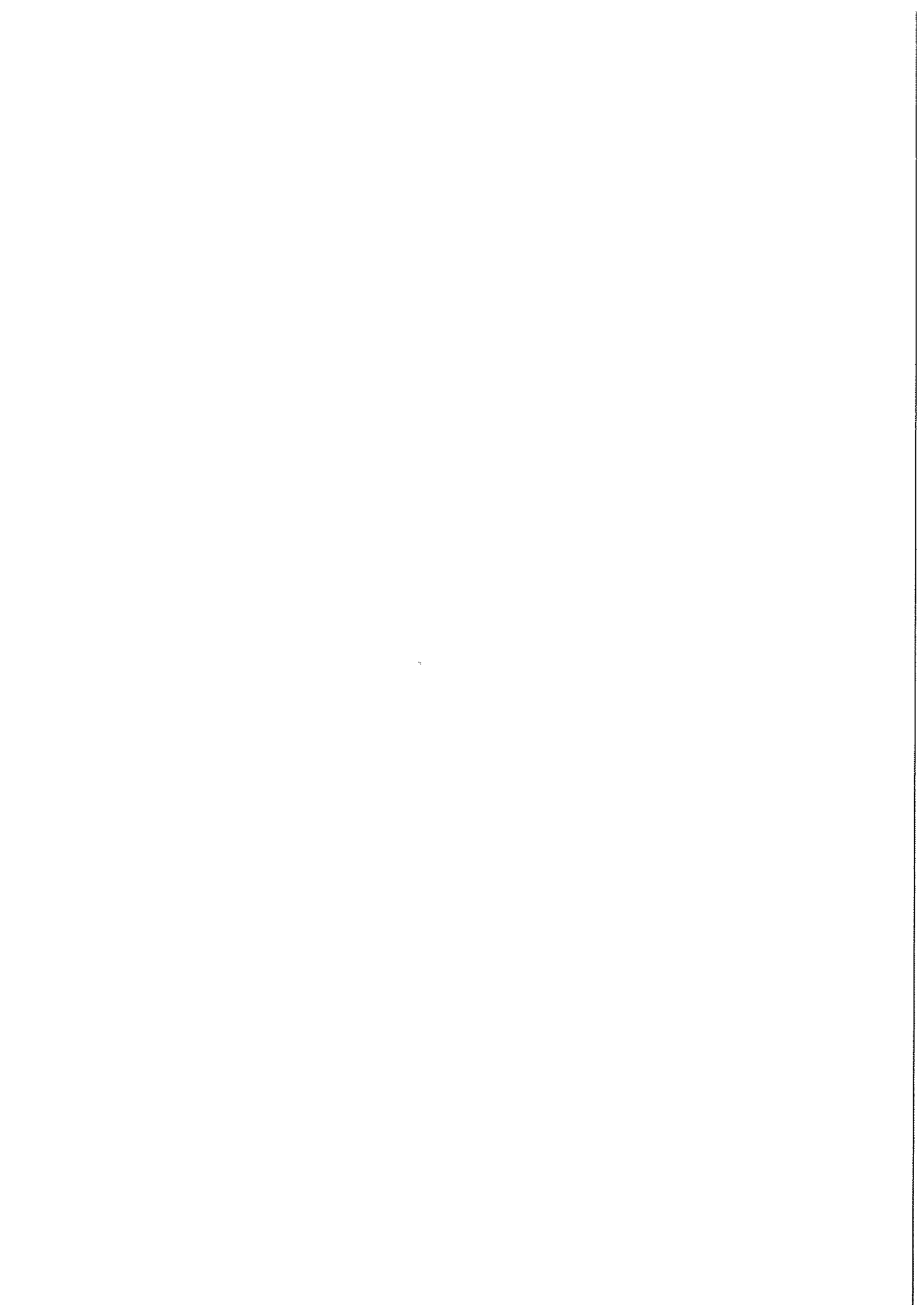
- a. please take note of the expiry date to submit the revised thesis.
- b. should the candidate take more than the required time to revise or correct, a letter of application for extension to revise with adequate reasons must reach the office at least 2 weeks before the date of expiry. The Committee will decide if the reasons are acceptable.
- c. should no such letter or revised copy of the thesis is received by or submitted to the office on the date of expiry, the candidate's status will automatically discontinue.

At the announcement of the deliberation, the candidate should note down carefully ALL the recommended revisions which were raised by the examiners. The candidate must be clear with all the instructions. The moderator will hand in the list of corrections (apart from those raised in the oral defense) from the examiners to the candidate.

Final Thesis Submission for M.Theol. and D.Theol. programs

The candidate must fill in Form THS-4 in order to submit the final version of the thesis to Divinity School of Chung Chi College.

Any grievances encountered during any stage of the above process should be submitted by letter and addressed to the Committee.





**Divinity School of Chung Chi College**  
**SEAGST Programs**  
**Declaration Form on Intention to Submit Thesis**  
**and Nomination of Examination Panel**

*Note to student: Student should complete Part One and submit to supervisor.*

*Note to supervisor: Supervisor should have discussed the nomination of examiners with the student and complete Part Two. Upon completion, please submit to the Committee for SEAGST programs for Endorsement.*

**Part One**

Name (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

Student ID No. \_\_\_\_\_ Programme Master of Theology / Doctorate of Theology  
(Please delete where inappropriate.)

Year of Admission \_\_\_\_\_ Approved Period of Extension (if any) \_\_\_\_\_  
(Please furnish a photocopy of the approval letter for extension from the Committee)

(1) Proposed date for submission of thesis \_\_\_\_\_  
 (dd) (mm) (yyyy)

(2) Proposed thesis title (Please print/type)

Language:  English  Chinese

⇒ An abstract of my thesis is given in the attachment.

\_\_\_\_\_  
 Signature Date

Note: Should the proposed submission of thesis exceed the last date of the approval for extension, please apply for re-extension immediately.

**Part Two**

Examination Panel				
	Title	Surname	Other Names	Signatures
Supervisor	Prof./Dr./Mr./Ms.			
Co-supervisor (if any)	Prof./Dr./Mr./Ms.			
* Moderator	Prof./Dr./Mr./Ms.			
* Internal Examiner	1. Prof./Dr./Mr./Ms.			
	2. Prof./Dr./Mr./Ms.			

External Examiner (First Nominee)		
Title	Surname	Other names
Prof./Dr./Mr./Ms.	姓氏	名
External Examiner (Second Nominee)		
Title	Surname	Other names
Prof./Dr./Mr./Ms.	姓氏	名
Academic Affiliation		
Rank/Position in University/Institution:		
Institution/University:		
Address:		
Fax No.:		Tel. No.:
E-mail Address:		

\* Not required for M.Theol. program.

For D.Theol. program only: Tentative date for oral examination: \_\_\_\_\_

Note: The nominees for external examiners should come from institutions which are SEAGST member schools. If not, the supervisor should justify the nominee with a written letter to the Committee for endorsement.

**For Committee use only:**

The Committee approve/disapprove the above nominees for the Examination Panel.

Signature of Program Director \_\_\_\_\_

Date \_\_\_\_\_

**Divinity School of Chung Chi College**  
**SEAGST Programs**  
**Submission of Thesis Form**

(This form must accompany the thesis submitted to Divinity School.)

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To: The Committee for SEAGST programs

Name of Student (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

Student ID No. \_\_\_\_\_ Program: Master of Theology / Doctorate of Theology  
(Please cancel where inappropriate.)

Thesis Title \_\_\_\_\_

1. The Thesis submitted herein is for the fulfillment of the graduation requirement of the degree and program stated.
2. I declare that the Thesis submitted is my original work except for source material explicitly acknowledged. I also acknowledge that I am aware of the Divinity School policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the website:  
<http://www.cuhk.edu.hk/policy/academichonesty/>.
3. I hereby agree to grant the Divinity School of Chung Chi College a worldwide irrevocable, non exclusive right in respect of the copyright in the Thesis for the purpose of making copies, abstracts, reproducing or otherwise dealing with the Thesis by whatever means, including but not limited to, digitizing, storing, reproducing, and distributing the Thesis in any media and in any format, provided that any and all such acts are only for scholastic and academic purposes and with proper acknowledgment of authorship. This right is for the term of the existence of copyright in the Thesis.

For D.Theol. Program only: Tentative date of oral examination is \_\_\_\_\_

\_\_\_\_\_  
 Name of Supervisor(s)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

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**(For Office Use only)**

The above student has submitted \_\_\_\_\_ copies of thesis from the above student on \_\_\_\_\_  
 to be dispatched to the Examination Panel.

Received by \_\_\_\_\_

**The Chinese University of Hong Kong  
Divinity School of Chung Chi College  
Form for Submission of Thesis (Final Version)**

*Note to Student*

1. In the case of thesis with minor revision, recommendation for award of degree is subject to satisfactory revision of thesis as required by the Examination Panel. Student must observe the deadline set by the Panel.
2. Participation in the November Theology Day can be guaranteed ONLY for submission of final version before 20 October of the same year.

**Section I A (To be completed by student)**

Name (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
 Student ID No. \_\_\_\_\_ Degree \_\_\_\_\_  
 Programme \_\_\_\_\_

- I am submitting \_\_\_\_\_ of the final version of my D.Theol. thesis for binding.  
 I am submitting \_\_\_\_\_ of the final version of my M.Theol. thesis for binding.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I B (To be completed by student if revision to thesis is required)**

I have made amendments to my thesis according to the comments of the Examination Panel and have submitted the revised thesis to \_\_\_\_\_ [Name of Supervisor(s)] for approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II [To be completed by Supervisor(s) for revision]**

1. I have read the student's revised thesis and certify that the amendments suggested by the Examiner(s) have been made to my satisfaction.
2. The revised thesis was returned to the student on \_\_\_\_\_.

\_\_\_\_\_  
 Name of Supervisor(s)  
 for revision

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

(For Office use only)

\_\_\_\_\_ copy/copies received on \_\_\_\_\_ by \_\_\_\_\_