

# Student Handbook

**Ecclesia Theological Seminary**

*English Extension*

**2015-2016**





**Ecclesia Theological Seminary (English Extension)**

**Student Handbook**

**2015-2016**

## CONTENTS

1	BRIEF HISTORY AND INTRODUCTION OF ECCLESIA THEOLOGICAL SEMINARY
2	MISSION & VISION
3	ETS ENGLISH EXTENSION
4	TENETS OF FAITH
5	GOALS
6	APPLICATION PROCEDURE
7	STUDENT STATUS
8	CLASS VENUE
9	SCHOOL YEAR
10	DURATION OF PROGRAMME
	Master of Christian Ministry
	Master of Divinity
11	COURSE REGISTRATION
12	COURSE FEES
13	COURSE ADD/DROP
14	COURSE LOAD
15	ATTENDANCE
16	ASSIGNMENTS
17	PLAGIARISM/ACADEMIC DISHONESTY
18	GRADING SYSTEM
19	NOTIFICATION OF FINAL GRADE RESULT
20	OFFICIAL SCHOOL TRANSCRIPTS
21	CLASS REPRESENTATIVE
22	PRACTICE OF USE OF ELECTRONIC MAILS
23	PRACTICUM MINISTRY GUIDELINES
24	THESIS GUIDELINES
25	THESIS SUPERVISION GUIDELINES
26	ETS LIBRARY IN TUEN MUN
27	GRADUATION REQUIREMENTS
28	GRADUATION CEREMONY
29	STUDENT FEEDBACK
30	LODGING A COMPLAINT
31	INCLEMENT WEATHER ARRANGEMENTS

ETS FACULTY & STAFF CONTACT INFORMATION

FEES

APPENDICES

## **1. BRIEF HISTORY AND INTRODUCTION OF ECCLESIA THEOLOGICAL SEMINARY**

Ecclesia Theological Seminary (ETS) has more than sixty years of history. It is the only accredited Pentecostal Bible College in Hong Kong that offers comprehensive training programmes in undergraduate, post-graduate and doctoral levels. Ecclesia Theological Seminary is the accredited school of the Asia Pacific Theological Association (APTA) and an associate member of the Asia Theological Association (ATA). Today, the College has developed both Chinese and English post-graduate theological training programmes.

Formerly known as Ecclesia Bible Institute, Ecclesia Theological Seminary was first established in Yee Lok Village in Guangzhou, China. It was inaugurated in 1947 by Rev J Elmor Morrison, a Canadian Assemblies of God missionary, who had already been training and equipping Christian ministers within the area through Bible classes. In the early 1950s, the Institute was relocated to Hong Kong, first moving to Cheung Chau in 1949 and then to Sha Tin in 1954. In 2002, it was relocated to its current location in Tuen Mun. In 1983, the school began offering a four-year programme of Bachelor of Arts in Biblical Studies. In the same year, its name was changed to “Ecclesia Bible College.”

In 2015, the English name of our school is changed to "Ecclesia Theological Seminary" (ETS) in consideration of her development of post-graduate studies.

## **2. MISSION & VISION**

### **Mission**

Committed to Training Pentecostal Leaders for Tomorrow

### **Vision**

#### **1. Provide Pentecostal Training**

Develop ETS into a research centre and higher education institute for Pentecostal and charismatic studies.

#### **2. Equip for Effective Ministries**

Develop ETS into a training base of spiritual leaders for effective ministries in missions, pastoral care, teaching and leadership.

#### **3. Nurture Spiritual Formation of Servant Leaders**

Develop ETS into a greenhouse for spiritual formation of God's servants and leaders.

## **3. ETS ENGLISH EXTENSION**

The English Extension (EE) was started in September 2000 to provide Christian leaders a continuing education opportunity for equipping for ministry, especially for those who are unable to study full-time. Currently, the ETS English Extension offers a Master of Christian Ministry; upon completion of such, students may continue their studies towards a Master of Divinity.

The English Extension is currently headed up by the Acting Director of English Extension who is also the Acting Academic Dean of Ecclesia Theological Seminary. Reporting to the Acting Director of English Extension, the Administrator of English Extension is based in Tuen Mun main campus for managing the day to day academic administrative matters.

#### 4. TENETS OF FAITH

The following are tenets of faith of the Assemblies of God to which all ETS Board Governors, Faculty, Lecturers, Administrators, Staff and Students adhere:

1. WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind.
2. WE BELIEVE...**There is only One True God**—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, **Man Willingly Fell to Sin**—ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...**Every Person Can Have Restored Fellowship with God through 'Salvation'** (trusting Christ, through faith and repentance, to be our personal Savior). [one of four cardinal doctrines of the Assemblies of God]
6. WE BELIEVE...and practice two ordinances—(1) **Water Baptism by Immersion** after repenting of one's sins and receiving Christ's gift of salvation, and (2) **Holy Communion** (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. WE BELIEVE...**the Baptism in the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times. [one of four cardinal doctrines of the Assemblies of God]
8. WE BELIEVE...**The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,'** as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike.
10. WE BELIEVE...**The Church has a Mission** to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.

11. WE BELIEVE... **A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church**. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to Meet human need with ministries of love and compassion.
12. WE BELIEVE... **Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ’s atonement (His sacrificial death on the cross for our sins). [one of four cardinal doctrines of the Assemblies of God]
13. WE BELIEVE...in **The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [one of four cardinal doctrines of the Assemblies of God]
14. WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. WE BELIEVE... **A Final Judgment Will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. ‘And so shall we forever be with the Lord!’

## 5. GOALS

Primary goals for students in the MCM and MDiv degree programmes include:

1. Grow in personal and spiritual maturity and in the ability to be a witness for Christ.
2. Develop skills to help in carrying out Christian Ministry in the church.
3. Exhibit a maturing Christ-like life style in the personal walk with God.
4. Be committed to basic Christian values which include an appreciation for and exercise of traditional Pentecostal beliefs.
5. Utilize basic disciplines and methodologies of Biblical study so that they may be continually applied throughout ministry.
6. Seek to bring together the best in academic understanding and building the church and kingdom of God.
7. Manifest skills in preaching, teaching, administrating, counseling, worship, evangelism and missions to equip the saints for ministry.
8. Demonstrate sensitivity in communicating the principles of the Christian message and in their application in different cultural settings.
9. Demonstrate a commitment to the Great Commission in personal lives and in ministry.

## 6. APPLICATION PROCEDURE

Admissions applications are accepted on a rolling basis throughout the year. The completed Admissions Application Form is to be submitted to the Office of ETS English Extension with the required supporting documents and HK\$300 non-refundable application fee for processing. An English proficiency test is needed when the mother tongue of applicants is not English or the medium of instruction in university of the applicants is of other languages. A personality test is required for every applicant (HK\$300). An admissions interview with the applicant will be arranged by the English Extension (ETS) Admissions Committee.

Credit transfer of no more than 50% of the total number of credits of the designated ETS programme is allowed. A credit-transfer fee of HK\$300 is required for the first 6 credits, and an additional HK\$100 for each additional credit. Students are required to provide official transcripts and school information for the assessment of the Admissions Committee/Faculty Council. ETS holds the final decision in the assessment of credit transfer from another institution.



## **7. STUDENT STATUS**

Students enrolled in the English Extension are considered as part-time students of ETS. An administration fee of \$300 is required annually. Students will be issued a Student ID Card / Library Card by ETS.

## **8. CLASS VENUE**

Classes are held at our EE centres located primarily in Kowloon and on Hong Kong Island, and occasionally in Tuen Mun.

## **9. SCHOOL YEAR**

The school year is on a semester basis i.e. from Sept to Dec and from Jan to May. Each course carries 3 credits (1 credit = 12.5 hrs) with weekly classes held during the day or evenings each semester.

Intensive courses (usually Mon-Fri during day time) are also held throughout the year.

## 10. DURATION OF PROGRAMME

Students have up to a period of 7 years to complete their Master of Christian Ministry and a total of 10 years to complete their Master of Divinity.

### **Master of Christian Ministry (40 credits)**

#### 1. Core Subjects 18 credits

- Old Testament Studies or Pentateuch or Song of Solomon 3 credits
- New Testament Studies or Synoptic Gospels or Pastoral Epistles 3 credits
- Biblical Hermeneutics 3 credits
- Pastoral Theology & Ministry 3 credits
- Pastoral Care & Counseling 3 credits
- Contemporary Preaching 3 credits

#### 2. Electives (Any 5) 15 credits

- Pentecostal Foundations 3 credits
- History of Missions 3 credits
- Theology of Mission 3 credits
- Cross-Cultural Communications 3 credits
- Teaching Methodology 3 credits
- Church Management 3 credits
- Spirituality and Spiritual Growth 3 credits
- Inner Healing & Deliverance 3 credits
- NT Greek I 3 credits
- NT Greek II 3 credits
- Others 3 credits

#### 3. Practicum / Church Ministry 4 credits

#### 4. Thesis 3 credits

## Master of Divinity

(108 credits)

1. Foundation courses	26 credits
• Research and Writing I	1 credit
• Research and Writing II	1 credit
• Introduction to the Old Testament	3 credits
• Introduction to the New Testament	3 credits
• (Biblical) Hermeneutics	3 credits
• Luke-Acts: A Pentecostal Perspective	3 credits
• Pentecostal Foundations	3 credits
• Pastoral Theology & Ministry	3 credits
• Pastoral care & Counselling	3 credits
• Contemporary Preaching	3 credits
2. Biblical Studies	15 credits
3. Biblical Languages (Either NT Greek I & II or Biblical Hebrew I & II)	6 credits
4. Theology & Church History	15 credits
5. Practical Theology	18 credits
6. Electives	21 credits
7. Practicum	4 credits
8. Thesis	3 credits

## 11. COURSE REGISTRATION

While class registration is a determining factor on whether the class will be held as scheduled, students are required to register (through the submission of a Course Registration Form [App. 1] together with tuition payment) prior to the commencement of the semester according to the following schedule. An administrative fee of HK\$100 will be charged for late registration.

<u>Course(s) to be enrolled</u>	<u>Registration Schedule</u>
1 <sup>st</sup> semester (Fall)	no later than mid-July of the same year
2 <sup>nd</sup> semester (Spring)	no later than mid-November of previous year
Summer (Intensive Course)	no later than end-April of the same year

## 12. COURSE FEES

Payment of course fees together with the completed Course Registration Form should be made according to the registration schedule stated in para. 11. Payment to the Office of ETS English Extension can be made by a crossed cheque made payable to “Ecclesia Theological Seminary” or by cash. Please keep all official receipts until after the completion of the programme. All course fees are non-refundable.

## 13. COURSE ADD/DROP

After the first class session commences and no later than the third class session (or by the end of the first day for Intensive Courses [=6 class hours]), students may add or drop a course. This applies to taking the course for credit or as audit. There is no refund for dropping a course. If a student decides to add/take a course for credit, it is the responsibility of the student to make up the course assignments missed in the missed class session(s). If the student joins a course for credit after missing the first or second class session(s) (or after the first day of an Intensive Course), the absence(s) of such class session(s) will be counted accordingly. Please refer to more details about “Attendance” in para. 15. The Add/Drop Fee per course is \$100.

Special permission and approval must be sought from the course lecturer and Director of English Extension for students to withdraw from the course after the second class session (or the first day of class for an Intensive Course). Failing to do so will result in an unofficial withdrawal and a ‘F’ grade will be given.

## 14. COURSE LOAD

Students are encouraged to take up to 2 weekly courses each semester. Those who are eager to take additional course load are encouraged to discuss with the Director of English Extension prior to course registration and commencement.

## 15. ATTENDANCE

Full attendance is expected as class participation and discussion are important in the students' learning experience. A student may be absent for up to 6 class hours in a 3-credit course, and students with absences exceeding 6 class hours will be subject to additional compensation assignment(s) given by the course lecturer to make up for the extended absences. For Intensive Courses, absence of no more than one day [=6 class hours] is allowed. Written email notification of absence is required to be made to both the course lecturer and the Administrator of English Extension.

Students are required to be punctual in attending classes. Three tardy attendances will be counted as one absence [=3 class hours].

## 16. ASSIGNMENTS

Assignments are to be submitted according to the due dates as assigned by the course lecturer. The assignment deadline is decided by the lecturer. Normally, all written course assignments are to be submitted to the lecturer no later than 60 days after the last class session. Late submission will incur marks deduction. For late submission, a half-grade will be deducted every week. 4 weeks after the submission deadline, no assignment will be accepted. The final grade of the course will be a "F". This applies to both weekly courses and Intensive Courses.

Course Requirements:

Reading: 1,000-1,200 pages

Written Assignments: 6,000-8,000 words (i.e. 24-32 pages in English)

## 17. PLAGIARISM/ACADEMIC DISHONESTY

1. All assignments, whether verbal or written, should be prepared and completed with honesty, diligence and integrity. Any plagiarism or dishonest act violates the integrity of a Christian. Plagiarism is a serious misconduct in academic contexts. It does harm to the integrity and reputation of the person who plagiarises. The school will definitely take disciplinary actions against students who are found to have committed this act. Similar procedures might be followed if cheating is found in cases where a student is found to have his/her assignment(s) completed by someone on his/her behalf. The disciplinary actions are detailed as follows:

First time: the assignment concerned will be given a 'F'; the course lecturer will report to the Academic Dean and give the student an oral warning

Second time: the course concerned will be given a 'F'; the course lecturer will report to the Academic Dean and the Academic Dean will give the student a written warning

Over two times: student withdrawal or dismissal by the school

2. Plagiarism, a serious act of academic dishonesty, is the practice of quotation and paraphrasing of a secondary research data in assignments or theses that does not meet academic requirements. The principles of the academic requirements are listed as follows:
  - 2.1 Direct or ideological citations of any thoughts or arguments of others, documented in printed materials or located via the internet, should be properly acknowledged and referenced.
  - 2.2 If direct quotation is used, the quoted text should be distinguished by enclosing such piece of text with quotation marks. The reference of the quoted text should be given. Also, the length of the quoted text should be limited to key ideas and without being too long.
  - 2.3 In cases of quotation of an extensive piece of text or almost most of the original text, a lack of expression of one's own words as evidence of digestion, analysis, critique or demonstration of one's own point of view, or a further quotation of others' thoughts as comparison will constitute doubt of plagiarism even references are made.
  - 2.4 If a particular point of view or argument is made in one chapter or the entire document, yet only one single source is referenced, it can be considered plagiarism.
  - 2.5 Making reference to a primary source is always preferred to a secondary source; if the latter is necessary, clear references have to be made.
  - 2.6 One of the effective ways to avoid plagiarism is to give more expression in one's own words, and to express one's own standpoint through comparisons of research originating from different standpoint or understanding.
  - 2.7 More reading, critical thinking and analysis are effective ways to avoid coming up with an assignment or a thesis which is heavily relied on one single source and without one's own point of view.

## 18. GRADING SYSTEM

Grade	Grade Point	Score	Description
A	93-100	4.0	Superior Achievement
A-	90-92	3.7	Significant Achievement
B+	87-89	3.3	High Standard Achievement
B	83-86	3.0	Standard Achievement
B-	80-82	2.7	Acceptable Achievement
C+	77-79	2.3	Low Performance
C	73-76	2.0	Low Performance
C-	70-72	1.7	Low Performance
D+	67-69	1.3	Minimum Passing Performance
D	63-66	1.0	Minimum Passing Performance
D-	60-62	0.7	Minimum Passing Performance
F	Lower than 60	0	Failed
P			Pass
I			Incomplete

Note (1): Difference between I (Incomplete) and F (Failed): if a student withdraws with good reasons before the end of the semester, he/she will be given an 'I'. If a student is unable to submit his/her assignments (refer to details in para. 16), or not reaching the passing standards, or he/she has committed plagiarism (refer to details in para. 17), he/she will be given a 'F'.

For an 'I' or a 'F' grade, no credits nor grade points will be earned. The grade will not be shown in the transcript. Neither will it be counted when the GPA is computed.

Note (2): An overall average grade of C+ (average GPA 2.3) or above is one of the graduation requirements (refer to details in para. 27)

## 19. NOTIFICATION OF FINAL GRADE RESULT

Course lecturers are requested to submit the final course grade results to the ETS English Extension within 1 to 2 months after the final assignment submission date. The ETS English Extension will then notify the students their final grade results.

## 20. OFFICIAL SCHOOL TRANSCRIPTS

An official school transcript will be issued to students upon their graduation. If an official school transcript is required during the course of the Programme, students can apply through the ETS English Extension by filling in the "Request for Official Transcripts" form (App. 11) and making payment of HK\$300 per set.

## 21. CLASS REPRESENTATIVE

A Class Representative is recommended to come forward or be selected at the first class session to assist the course lecturer in attendance taking (if necessary) and class management. The Administrator of English Extension is available to work with the Class Representative to ensure the smooth running of the administrative matters involved.

## 22. PRACTICE OF USE OF ELECTRONIC MAILS

Students are advised to use the “bcc” option when multiple recipients are addressed in electronic mails in order to protect data privacy.

## 23. PRACTICUM MINISTRY GUIDELINES

All MCM and MDiv students are required to engage themselves in practicum ministry at a local church or Christian organization (the mother church or the Christian organization at which the student is serving will be the 1<sup>st</sup> choice of the practicum field). Any exceptional circumstances will be subject to the final decision of ETS.

### 1. Aims:

- 1.1 To enable the student to have a deeper understanding and a personal experience of a (part of a) ministry by observing the operation of the church/Christian organization and the role of an experienced pastor or layperson.
- 1.2 To enable the student to discover and develop his/her gifts of service and to improve his/her skills.
- 1.3 To enable the student to relate the theories he/she has learnt with the actual operation or service so as to gain a deeper understanding of the ministry.

### 2. Practicum Period and its Commencement

#### 2.1 Practicum period:

a. **MCM students:** the 4-credit practicum is to be carried out either

- as two years part-time (about 4-8 hours per week, not including preparation and travelling time); or
- as one year part-time (about 4-8 hours per week, starting upon the completion of six courses) **plus** taking one extra course (3 credits) of either an elective or a core subject (the form in App. 6 is to be submitted).



- b. **MDiv students:** the 4-credit practicum is to be carried out as two years part-time (about 8-12 hours per week), say starting upon the completion of ten courses.
- 2.2 Both lay-persons and full-time pastoral ministry staff need to have practicum supervision.
- 2.3 The student should register according to the schedule outlined in para. 11 and make payment of the practicum credits prior to the commencement of the practicum.
- 2.4 The student should meet with the practicum supervisor (e.g. Senior Pastor or his/her delegate of a local church or head of a Christian organization) to discuss the practicum ministry prior to its commencement. The practicum should be compatible with the student's MCM/MDiv studies. The student should fill in the Practicum Ministry Commencement Form (App. 2) and submit to the Director of English Extension for endorsement.
- 2.5 The Practicum Supervisor should meet the following qualifications and experience:
  - a. having a M.Div. with no less than 2 years of full-time pastoral / ministry experience; or
  - b. having a Master of Ministry with no less than 3 years of full-time pastoral / ministry experience; or
  - c. having a B.Th. with no less than 5 years of full-time pastoral / ministry experience; or
  - d. having a Dip. Th. with no less than 10 years of full-time pastoral / ministry experience.
- 2.6 Regular supervision and communication should be maintained by the student and the practicum supervisor. They should meet at least 2 times during the entire practicum period to evaluate the student's performance. An evaluation form (App. 4) should be filled in by the student and the practicum supervisor during each meeting for submission to the Director of English Extension for progress update and review.
- 2.7 At the end of the practicum period, a recommendation letter should be written by the practicum supervisor (including the name of the student, practicum ministry position(s), period(s) of service and overall comment/recommendation) to certify the student's completion of practicum ministry.

Note: a one-year practicum period starts from September to May of the following year.

### 3. Completion of Practicum Ministry

The student is required to submit a 2-page practicum ministry report at the end of the practicum period which should include the following:

- 3.1 A brief description of the practicum ministry.
  - 3.2 The successful and unsuccessful areas of the practicum and the reasons behind.
  - 3.3 An evaluation of one's gifts and their relation to the performance of the practicum ministry.
  - 3.4 Improvements and theological reflection.
4. All submissions should be made to the Director of English Extension via the Administrator of English Extension.
5. Forms to be Filled
- 5.1 App. 2 - Practicum Ministry Commencement Form
  - 5.2 App. 3 - Practicum Ministry Log Sheet
  - 5.2 App. 4 - Practicum Ministry Evaluation Form
  - 5.3 App. 5 - Practicum Ministry Summary Sheet
  - 5.4 App. 6 - Application for Taking an Extra Course to Fulfil Practicum Requirement

### 6. Fees

The cost of each practicum-credit is HK\$1,320. It should be paid before the commencement of the practicum ministry.

## 24. THESIS GUIDELINES

The following guidelines serve as general guiding purposes for all graduating students of the ETS English Extension. Any exceptional circumstances will be subject to the final decision of ETS.

1. All students of Master of Christian Ministry (MCM) and Master of Divinity (MDiv) are required to submit a supervised thesis.
2. A student who has completed a thesis as part of a MCM programme requirements and is later admitted to the MDiv programme must write another thesis in a different content area as part of the requirements to fulfil the MDiv programme.
3. Students who are going to write their graduation thesis are required to take a 3-hour Thesis Writing workshop/seminar which will normally be held at the beginning of the Fall semester.
4. A topic will be chosen by the student and a thesis proposal will be submitted to the Director of English Extension.

5. Proposals should be submitted no later than the end of October of each year (the earlier the better so as to process assignment of a supervisor/a reader to a student in his or her thesis area). A tentative proposal includes:

Item	Contents
1	Thesis Title
2	Thesis Statement
3	A brief description of the topic of the thesis (with a tentative outline if possible)
4	A brief bibliography (10-15 books/journals)

6. Each student will be assigned to a supervisor/a reader by the Director of English Extension. The thesis topic and the supervisor/reader must be approved by the Director of English Extension.
7. Once a supervisor is assigned to a student, he or she must consult the supervisor at least 4 times (four sessions) during the writing of the thesis. If necessary, extra supervision sessions can be arranged between the student and the supervisor (see Thesis Supervision Guidelines in para. 25).
8. Duration of Thesis Writing

The student should pace himself/herself accordingly as the writing of thesis usually takes no less than seven months e.g. from November to May of the following year.

#### 9. Length of Thesis

- 9.1 MCM: ca. 15,000-20,000 words (60-80 pages for the entire work)  
 9.2 MDiv: ca. 15,000-20,000 words (content section only)

#### 10. Thesis Format

- 10.1 Page size: A4  
 10.2 Font and Font size: Times New Roman at 12 points  
 10.3 Line spacing: one and a half  
 10.4 Margins: top: 3.5 cm  
                   bottom: 2.5 cm  
                   left: 4 cm  
                   right: 3.5 cm  
 10.5 Page number: in the centre at the bottom of the page  
 10.6 Other formats like footnotes, endnotes, bibliography, etc. can be made reference to Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations* (8<sup>th</sup> edition; Chicago: University of Chicago Press, 2013, or later edition).

## 11. Thesis Content

- 11.1 Title Page (see App. 10)
- 11.2 Table of Contents
- 11.3 List of Abbreviations (if any)
- 11.4 Main Body of the Thesis
- 11.5 Appendices (if any)
- 11.6 Bibliography

## 12. Evaluation of Thesis Paper

The student must write in a scholarly manner; show knowledge and mastery of the content of the topic; and provide his or her own views and applications.

## 13. Submission of Thesis Paper

Students must submit a total of four hard copies and one soft copy of the thesis to the Administrator of English Extension in the following 2 stages:

### 13.1 Stage 1 - Two Ring-Bound Copies (double-sided)\*:

- |                        |                                       |
|------------------------|---------------------------------------|
| one for the supervisor | (by the end of May for final grading) |
| one for the reader     | (by the end of May for final grading) |

\* Another alternative is to send the E-copy to the Administrator of English Extension.

### 13.2 Stage 2 - Two Hard Copies for ETS Library (single-sided)

(two hard copies, after final grading and amendments made if necessary, are to be submitted to the Administrator of English Extension **by or after graduation**)

- a. Format: A4-size single-sided printed hard copies
- b. A binding fee of HK\$400/copy is charged for thesis binding (which will be arranged by the ETS English Extension). Payment of HK\$800 is required for the binding of two copies and payment can be made to the Office of ETS English Extension by making a crossed cheque made payable to "Ecclesia Theological Seminary."
- c. If students want extra hard-bound copies for themselves, they are to provide the necessary hard copies and pay for the extra-copy binding fee accordingly.

### 13.3 One soft copy: it can be saved in PDF format and stored/sealed on a CD (to be submitted with the two hard copies mentioned in para. 13.2)

14. Copyright: ETS may use the thesis for archives, research and academic example both in hard copy and electronic formats. All other copyright privileges relating to the thesis belong to the student.

15. While the copyright of the thesis belongs to the student, permission by the school (ETS) is required when the student would like to use the name of the school (ETS) in connection to any further distribution of his or her thesis in whatever published-forms.

## 25. THESIS SUPERVISION GUIDELINES

It is important for the student and the supervisor to be clear and explicit about mutual expectations at the beginning: What is expected of the student? How independent should the student be? How much help is the supervisor supposed to give? How often should the student consult? What are the milestones month by month (even week by week)?

### 1. The Duties of the Student

- 1.1 The student should take initiative to contact and consult his or her supervisor.
- 1.2 Before each supervision session, the student should be well prepared for their meeting, and if any, finish the required assignments given earlier by the supervisor.
- 1.3 The student should work systematically and within the agreed deadlines and meet the deadlines as specified by the ETS English Extension.
- 1.4 The student should give serious attention to the advice and direction of the supervisor, exercise independent thinking, and explore the topic with the advice and under the guidance of the supervisor.
- 1.5 The thesis submitted by the student should meet the specifications and standards of Ecclesia Theological Seminary.

### 2. The Duties of the Supervisor

- 2.1 The supervisor should be aware of the limitations of the student in terms of time and abilities.
- 2.2 The supervisor should assist the student in identifying a suitable research topic and (where appropriate) setting up a schedule of writing process.
- 2.3 The supervisor should assist the student in the interpretation of research materials and provide basic background information in the topic area.
- 2.4 The supervisor should not impose his or her ideas or views to the student.
- 2.5 The supervisor should read in a timely fashion (portion by portion) of the thesis submitted by the student and provide constructive suggestions especially vis-à-vis difficulties or deficiencies perceived in the writing period.
- 2.6 The supervisor is to check and give advice to the student on formatting (see point 10.6 of para. 24 – Thesis Guidelines) so that the student is competent in the right formatting.
- 2.7 The supervisor is to grade the finished thesis, including the different areas required in the entire thesis writing process as well (see para. 3.1 that follows). The supervisor's grade will be counted as one half of the total mark of the thesis.

### 3. The Duties of the Reader

- 3.1 The reader is to read the finished thesis and grade it according to the following five areas (with suggested percentage for each portion):

Content (35%) – the content should demonstrate a comprehensive and detailed knowledge of the issues. It should comprise of excellent summary of the option chosen with evidential support.

Research Ability (15%) – the student should demonstrate an excellent ability in researching the topic area and show that a wide range of quality resources is used.

Writing Ability (15%) – the student should demonstrate an excellent writing skill.

Critical Analysis & Evaluation (15%) – the thesis should demonstrate that the material is interpreted, critically evaluated, categorized and prioritized to a very high standard; interrelationships are clearly developed and illustrated; the implications have been fully explored, including excellent linkage to models/theories.

Synthesis of Ideas & Information (15%) – the thesis should demonstrate the various strands of information and ideas are collected together in a highly coherent and intelligent manner.

Conclusions (5%) – conclusions should demonstrate that critical issues are raised and discussed (e.g. possible contradictions in the material). Furthermore, excellent constructed conclusions have brought the key elements together.

- 3.2 The reader's grade will be counted as one half of the total mark of the thesis.

### 4. Forms to be Filled-in

To help students and supervisors get off to a good start in formalizing the expectations, ETS requires the following forms to be filled:

- 4.1 App. 7 – Thesis Supervision Commencement Form (immediately after the first meeting)  
4.2 App. 8 – Thesis Supervision Form (subsequent meetings i.e. 2<sup>nd</sup> meeting – 4<sup>th</sup> meeting)  
4.3 App. 9 – Thesis Supervision Completion Form (at the final meeting)

## 5. Each Supervision Session (suggested)

Duration: 60-90 minutes each

Session	Suggested Discussion Items	
1	Thesis Topic (Re)defining	Introduction To develop basic ideas of the thesis To narrow down the topic (area) To embark on methodology
2	Topic (Re)defining and Discussion	Methodology & Formatting Thesis Outline Subject matter discussion
3	Content Discussion	Subject matter discussion
4	Content Discussion Miscellaneous	Subject matter discussion Conclusions Formatting

The minimum baseline arrangement for thesis supervision is four times. Extra supervision sessions can be arranged between the supervisor and the student if and when necessary.

If a student is unable to complete the thesis by the assigned submission deadline, he or she should apply for an extension. Extension will be granted to the student with acceptable reasons and the consent of the supervisor and the Director of English Extension. Application for extension can be made at most for 2 years, and a fee for extension of thesis writing (HK\$2,000 per school year) will be incurred.

## 26. ETS LIBRARY IN TUEN MUN

Students of the English Extension will be issued a Student ID Card / Library Card to be allowed access to the library and borrowing of materials. The Library guidelines and regulations are as follows:

### 1. Regular opening Hours:

Mon – Thurs	9 am to 6 pm
Fri	9 am to 5:30 pm
Sat, Sun & Public Holidays	Closed

(The Library is closed for 1 hour during the lunch period. With the exception of faculty and staff, all library users must leave the library.)

## 2. Book Loan Regulations:

- 2.1 The Library is for the exclusive use of ETS faculty, staff, students admitted to the Main Campus programmes or the English Extension, special students, and ETS alumni. Others (i.e. Chinese Extension students, pastoral ministry staff, etc.) may apply for a Reader's Card (with access to the Library only, but without book borrowing privileges).
- 2.2 All books to be borrowed must be processed no later than 15 minutes before the closing of the Library.
- 2.3 English Extension part-time students can borrow at most 15 books at a time for a period of 1 month.
- 2.4 Renewal can be made online. Overdue fine is HK\$1 per day including Saturdays, Sundays and Public Holidays with no upper limit.
- 2.5 Reference books are not available for loan purposes.
- 2.6 Books of a particular course, reserved on the book shelf, are for reference by students and use in the Library. Students are allowed to borrow up to 2 reserved books at a time for an interval of 2 hours. The overdue fine is HK\$5 per hour. In particular, if a student borrows a reserved book at 6 pm, the book should be returned to the Library by 11 am the following morning. During the check-out of the borrowed book(s), the student has to submit his/her Student ID Card / Library Card to the library staff for retention, and to be collected upon his/her return of the book(s).
- 2.7 If the borrowed book is damaged or lost, the borrower should reimburse any expenses incurred for replacement and postage/delivery fee, if applicable, in addition to a handling fee of HK\$100.
- 2.8 Borrowing of any newly acquired book on display during the first month is not allowed.
- 2.9 All periodicals and magazines must remain in the Library and are not for loan.
- 2.10 Library cards are for the sole use of the student himself/herself. Any library card should not be lent to others; also, students should not ask others to borrow books on their behalf.



2.11 If the Student ID Card / Library Card is lost, it must be reported to the Library staff immediately. The handling fee for card replacement is HK\$50.

### 3. EBSCOhost Research Databases:

EBSCOhost is a powerful online reference system accessible via the Internet. The comprehensive databases range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate and school libraries. Students can contact the Administrator of English Extension for the login ID/password.

## 27. GRADUATION REQUIREMENTS

1. Completion of all course requirements with a passing grade for each course and an overall average grade of C+ (average GPA 2.3) or above.
2. Completion of Thesis Paper with a Pass.
3. Completion of 2 years of practicum ministry or the equivalent as specified in the Practicum Ministry Guidelines (para. 23), and submission of a recommendation letter from the practicum supervisor. As for full-time pastors, a reflection paper is required.
4. Demonstration of good conduct.
5. Payment of all course fees and any other fees incurred.
6. Faculty Council's recommendation to graduate for approval by the ETS Board of Governors.

## 28. GRADUATION CEREMONY

Students intending to graduate in December should have fulfilled all graduation requirements by mid September at the latest (i.e. submission of Thesis Paper by end August, and fulfillment of points (1), (3), (4) & (5) of para. 27) in order to have their names brought forward in the ETS Board of Governors meeting for approval.

All graduating students are required to pay a graduation fee of HK\$1,000.

Graduation Ceremony is held once a year, usually in early December. A refundable cheque deposit (HK\$500) is required for the rental of graduation robe, hood and cap for loan to the graduating student to be used on the graduation rehearsal/photo day (usually held in an evening in November at the ETS Main Campus in Tuen Mun), and the day of graduation ceremony. The rented graduation robe, hood and cap are required to be returned to the ETS Main Campus after dry cleaning on the due date as announced by ETS. Otherwise, a fine will be deducted from the deposit for overdue returns.

## 29. STUDENT FEEDBACK

Students may relay their comments and complaints, if any, to the Administrator of English Extension and/or the Director of English Extension for review and handling.

## 30. LODGING A COMPLAINT

### Grade Related

If a course grade received is not up to the satisfaction of a student, he/she can lodge a complaint to the course lecturer within 1 month upon the notification of the course grade. If the complainant still finds the result unsatisfactory, he/she can appeal to the Academic Dean, who will serve as the final authority in resolving the dispute.

### General

1. Students can lodge a complaint by writing to the Dean of Students, giving his/her name and the nature of the complaint. If the person under complaint is the Dean of Students, complaints should be made to the Academic Dean. Similarly, if the person under complaint is the Academic Dean, the complainant should write to the President.
2. The fundamental guideline for lodging a complaint is that the complaint should be directed to the immediate supervisor of the person under complaint.
3. Upon receipt of the complaint, the responsible party will call a Faculty meeting within 48 hours.
4. If the person under complaint is in attendance at the Faculty meeting, he/she should withdraw from the meeting so that fairness can be maintained in the discussion.
5. If the Faculty at the meeting rule that the complaint is properly lodged, the matter will be further investigated through separate meetings with the complainant and the person under complaint. If the situation demands, all parties concerned will meet for the opportunity of discussing the grievance.
6. The Faculty will inform the complainant in writing regarding the conclusion of the investigation.
7. If the complaint is deemed valid, suggestions of necessary actions should be made. For example, in mild cases, recommendations could be made for improvements or a remedy; in serious cases, verbal warnings; or, in severe cases, written warnings or even public reprimand or discipline.

8. If the Faculty at the meeting rule that the complaint is improperly lodged, a warning should be given to the complainant. If necessary, the Faculty can reprimand the complainant publicly or demand he/she offer an apology to the person under complaint.
9. If the complainant finds the statement of judgment unsatisfactory, he/she can appeal to the President. If the result is still not up to his/her satisfaction, the complainant can make an appeal to the Board of Governors, who will serve as the final authority in resolving the dispute.
10. Ultimately, the fundamentals of handling the complaint are found in the biblical truth of Matthew 18:21-22 and Galatians 6:1-2. The Faculty aims to deal with grievances so that miscommunication can be resolved, and relationships and administration can be improved.

The College reserves the right to amend the above procedures.

### **31. INCLEMENT WEATHER ARRANGEMENTS**

1. Tropical Cyclone Warning Signal No. 8 (or above) or Black Rainstorm Warning Signal
  - 1.1 If classes and examinations have not yet started, the following arrangements will apply:

If either of the warnings is hoisted or in force	Cancellation
at or after 6:00 am	All morning classes and examinations commencing before 2:00 pm will be cancelled
at or after 11:00 am	All afternoon classes and examinations commencing between 2:00 pm and before 6:00 pm will be cancelled
at or after 3:00 pm	All evening classes and examinations commencing from 6:00 pm onward will be cancelled

- 1.2 If classes and examinations have already been started, the following arrangements will apply:

When Tropical Cyclone Warning Signal No. 8 (or above) is / will be hoisted within 2 hours (according to Hong Kong Observatory)	<ul style="list-style-type: none"> <li>i. all classes will be suspended immediately</li> <li>ii. all examinations will continue until the end of the examination session</li> </ul>
When Black Rainstorm Warning Signal is hoisted	<ul style="list-style-type: none"> <li>i. all classes and examinations will continue</li> <li>ii. all outdoor activities will be suspended immediately; all students should be taken to a safe place, and remain there until it is safe for them to return home</li> </ul>

## 2. Tropical Cyclone Warning Signal No. 3 or Red Rainstorm Warning Signal

If either of the warnings is in force, all classes and examinations will be held as scheduled.

Note (1): any examination cancelled because of inclement weather will be re-scheduled. Students will be notified within one week after the cancellation of the typhoon/rainstorm.

Note (2): If a lesson is cancelled or suspended due to bad weather, there will not be a make-up class. Your teacher may arrange for self-study course materials to be provided.

Note (3): definitions and meanings of the above warning signals are available at the Hong Kong Observatory webpage [<http://www.hko.gov.hk>].

## ETS FACULTY & STAFF CONTACT INFORMATION

Name	Responsibilities
President Rev Dr Edmund Cheung	President Doctor of Ministry (DMin) Programme Director
Dr Solomon H F Wong	Acting Academic Dean Acting Director of English Extension
Dr Tin Kwan Lei	Dean of Student Affairs Registrar Coordinator of Library Affairs
Dr Benny Chan	Chinese Extension Director Practicum Director (Main Campus) Church Relationship Director
Ms Susanne Tam	Secretary to the President Business Administrator Graphic Designer
Ms Eva Lee	English Extension Administrator International Office Administrator DMin Programme Office Administrator
Mr Joshua Tsang	Librarian/Account Clerk
Miss Celia Wong	Administrative Assistant
Miss Ka Yu Wong	Office Assistant/ Receptionist

### ETS English Extension

1. Webpage: <http://www.hk-ebc.edu/engext.html>
2. E-mail: [engext@hk-ebc.edu](mailto:engext@hk-ebc.edu)
3. Tel.: 2691 1481

### ETS Main Campus

1. Normal office hours: Mon – Fri 9 am to 6 pm
2. Address: 22 Tuen Fu Road, Tuen Mun, New Territories
3. General Line: 2691 1481
4. Fax: 2693 4775
5. General enquiry: [info@hk-ebc.edu](mailto:info@hk-ebc.edu)

## FEES

		<u>Reference</u>
Non-refundable Application Fee	HK\$ 300	Para. 6
Personality Test	HK\$ 300	Para. 6
Administration Fee	HK\$ 300/year	Para. 7
Fee for 3-credit course	HK\$ 3,950*	Para. 11-12
Audit fee for 3-credit course	HK\$ 1,750*	Para. 11-12
Late Registration Fee	HK\$ 100	Para. 11
Fee for 4-credit practicum	HK\$ 1,320/credit	Para. 23
Add / Drop Fee	HK\$ 100/course	Para. 13
Credit Transfer Fee	HK\$ 300# [minimum]	Para. 6
Thesis Binding Fee	HK\$ 400/copy [minimum 2 copies]	Para. 24
Thesis Extension Fee	HK\$ 2,000/year [at most 2 years]	Para. 25
Graduation Fee	HK\$ 1,000	Para. 28
Graduation Extension Fee	HK\$ 1,000/year [at most 2 years]	
Refundable Deposit for Graduation Robe, Hood & Cap	HK\$ 500	Para. 28
Library Card Replacement Fee	HK\$ 50/card	Para. 26
Request for Official Transcripts	HK\$ 300/set	Para. 20

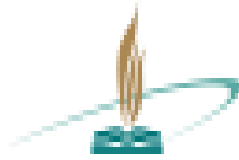
# credit transfer fee for the 1<sup>st</sup> 6 credits is HK\$300, an additional HK\$100 is required for each additional credit

The above list of fees is for reference only, and is subject to ETS's final decision.

## APPENDICES

- App. 1 Course Registration Form
- App. 2 Practicum Ministry Commencement Form
- App. 3 Practicum Ministry Log Sheet
- App. 4 Practicum Ministry Evaluation Form
- App. 5 Practicum Ministry Summary Sheet
- App. 6 Application for Taking an Extra Course to Fulfil Practicum Requirement
- App. 7 Thesis Supervision Commencement Form  
(immediately after the first meeting)
- App. 8 Thesis Supervision Form  
(subsequent meetings i.e. 2<sup>nd</sup> meeting – 4<sup>th</sup> meeting)
- App. 9 Thesis Supervision Completion Form (at the final meeting)
- App. 10 Thesis Title Page
- App. 11 Request for Official Transcript

(App. 1)



**Ecclesia Theological Seminary  
(English Extension)  
Course Registration Form**

(#photo)

**IMPORTANT NOTES:**

1. Please complete the form in **BLOCK LETTERS**.
2. The personal data provided will be treated in strict confidentiality, and it will be used for matters pertaining to registration and future communications such as our latest news on developments/activities/courses/events. If you do not intend to receive our future communications as stated, please put a tick in .
3. You may request for update of your personal data by writing to the English Extension of Ecclesia Theological Seminary at 22 Tuen Fu Road, Tuen Mun, Hong Kong after submission of this application.
4. Fields preceded by # refer to provision of the required for first-time registration of ETS courses or in situations of change of information.

**Programme:** Master of Christian Ministry (MCM) / Master of Divinity (MDiv) Course Code: \_\_\_\_\_

Course Title: \_\_\_\_\_  Credit  Audit

**Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Chinese Name (if any): \_\_\_\_\_

#Gender:  Male  Female

#Date of Birth (dd/mm/yyyy): \_\_\_\_\_ #Place of Birth: \_\_\_\_\_

#Nationality: \_\_\_\_\_ #HK ID Card No./Passport No.: \_\_\_\_\_

**Contact Information**

#Mailing Address: \_\_\_\_\_

#Home Address (if different from the above): \_\_\_\_\_

Contact No.: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

**#Church Information**

Church Name (Current): \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Pastor's Signature: \_\_\_\_\_

**Declaration: I hereby declare that all the information provided above is true.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tuition Fee:** HK\$3,950 (Audit Fee: HK\$1,750) [not inclusive of textbooks]

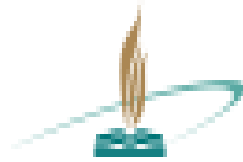
**Registration** – mail this form together with the supporting of tuition payment to the following:  
Ecclesia Theological Seminary, 22 Tuen Fu Road, Tuen Mun, N.T., HK (Attn: English Extension)

**Payment methods** – 1. make cheque payable to “Ecclesia Theological Seminary” OR  
2. make bank transfer to **HSBC bank a/c: 015-420409-001**

**Office Use**

copy to  
Main Campus





(App. 2)

**Ecclesia Theological Seminary  
(English Extension)**

**MCM & MDiv Practicum Ministry Commencement Form**

*(This form is to be submitted to the Director of ETS English Extension before commencement of practicum.)*

1. Name of Student: \_\_\_\_\_
2. Programme: MCM/MDiv
3. Name of Church/Christian Organization in which the student will carry out practicum ministry:  
  
\_\_\_\_\_
4. Name & title of Supervisor: \_\_\_\_\_
5. Date of first meeting with Supervisor: \_\_\_\_\_  
(dd/mm/yyyy)
6. Practicum & number of hours as agreed with Supervisor:
  
7. Commencement date of practicum: \_\_\_\_\_  
(dd/mm/yyyy)
8. Other comments:

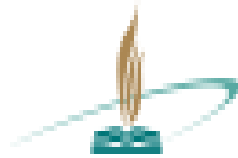
Signature of Student: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Remarks: Practicum should be carried out for a minimum one-year period of 4-8 hours per week for MCM students and a two-year period of 8-12 hours per week for MDiv students.



(App. 3)

**Ecclesia Theological Seminary  
(English Extension)**

**MCM & MDiv Practicum Ministry Log Sheet**

*(This form facilitates the student to keep track of the various practicum ministry involvements during the period of practicum – to be submitted with the Practicum Ministry Evaluation Form.)*

Name of Student: \_\_\_\_\_ Programme: MCM/MDiv

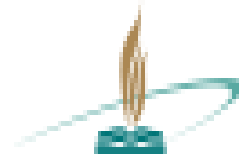
Commencement Date of MCM/MDiv: \_\_\_\_\_ Practicum Ministry: \_\_\_\_\_  
(dd/mm/yyyy)

Ministry & Position Held		
Period		Frequency/Hrs Involved
Brief Description of Involvement		
Endorsement of Ministry Head Name & Signature		Date (dd/mm/yyyy)

Ministry & Position Held		
Period		Frequency/Hrs Involved
Brief Description of Involvement		
Endorsement of Ministry Head Name & Signature		Date (dd/mm/yyyy)

Ministry & Position Held		
Period		Frequency/Hrs Involved
Brief Description of Involvement		
Endorsement of Ministry Head Name & Signature		Date (dd/mm/yyyy)

(App. 4)



**Ecclesia Theological Seminary  
(English Extension)**

**MCM & MDiv Practicum Ministry Evaluation Form**

*(This form is to be filled in **twice** and submitted to the Director of ETS English Extension during the period of practicum.)*

1. Name of Student: \_\_\_\_\_

2. Programme: MCM/MDiv

3. Commencement date of practicum: \_\_\_\_\_  
(dd/mm/yyyy)

4. Student's strengths:

5. Areas for improvement:

Action plan:

6. Student's overall performance so far:

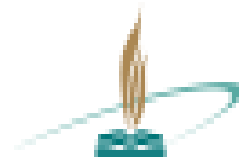
7. Other comments:

8. Name & signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy)

Remarks (1): Separate sheets of paper may be used if necessary to cover the above items comprehensively.

Remarks (2): Practicum should be carried out for a minimum one-year period of 4-8 hours per week for MCM students and a two-year period of 8-12 hours per week for MDiv students.

(App. 5)



**Ecclesia Theological Seminary  
(English Extension)  
MCM & MDiv Practicum Ministry  
Summary Sheet**

Name of Student: \_\_\_\_\_

Programme: MCM/MDiv

1. Practicum Ministry Commencement Form received on : \_\_\_\_\_  
(dd/mm/yyyy)

2. 1<sup>st</sup> Practicum Evaluation Form received on: \_\_\_\_\_  
(dd/mm/yyyy)

3. 2<sup>nd</sup> Practicum Evaluation Form received on: \_\_\_\_\_  
(dd/mm/yyyy)

4. Recommendation letter from Supervisor received on: \_\_\_\_\_  
(dd/mm/yyyy)

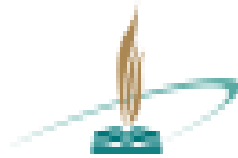
5. Reflection paper received from Student received on: \_\_\_\_\_  
(dd/mm/yyyy)

6. Overall comments:

7. Confirmation of completion of practicum ministry: \_\_\_\_\_  
Director of ETS English Extension

Date: \_\_\_\_\_  
(dd/mm/yyyy)

(App. 6)



**Ecclesia Theological Seminary  
(English Extension)  
MCM & MDiv Practicum Ministry  
Application for Taking an Extra Course to Fulfil Practicum Requirement**

Name of Student: \_\_\_\_\_ Programme: MCM/MDiv

Number of MCM/MDiv courses taken up until now: \_\_\_\_\_

I would like to take the following extra course to fulfil my practicum requirement:

Course Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Course Period: \_\_\_\_\_

Course Lecturer: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (dd/mm/yyyy)

=====

**\*\*\* Office Use \*\*\***

Reviewed & Approved by:

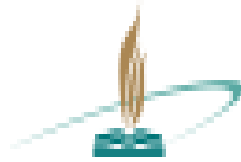
\_\_\_\_\_  
Director of ETS English Extension

\_\_\_\_\_  
Date (dd/mm/yyyy)

Course fee paid on: \_\_\_\_\_  
(dd/mm/yyyy)

Grade: \_\_\_\_\_

(App. 7)



**Ecclesia Theological Seminary**  
**(English Extension)**  
**MCM & MDiv Thesis Supervision Commencement Form**  
*(This form is to be submitted to the Academic Dean by the student  
immediately after the FIRST meeting of the supervisor and the student.)*

1. Name of Student: \_\_\_\_\_ Programme: MCM/MDiv

2. Name & title of Supervisor:

\_\_\_\_\_

3. First meeting with Supervisor: (Date/Time/Location)

\_\_\_\_\_

4. (Tentative) Title of the thesis:

\_\_\_\_\_

\_\_\_\_\_

5. Student is suggested to do the following before the next meeting:

6. Tentative date and time of the next meeting: \_\_\_\_\_  
(dd/mm/yyyy)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Student Supervisor

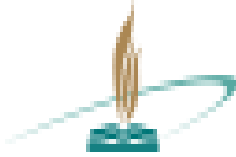
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

-----  
**\*\*\* Office Use \*\*\***

Received by EE Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy)

(App. 8)



**Ecclesia Theological Seminary  
(English Extension)**

**MCM & MDiv Thesis Supervision Form**

*(This form is to be submitted to the Academic Dean by the student  
after each meeting of the supervisor and the student.)*

1. Name of Student: \_\_\_\_\_ Programme: MCM/MDiv

2. Name & title of Supervisor: \_\_\_\_\_

3. 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> or \_\_\_\_th Meeting: \_\_\_\_\_  
Date / Time / Location

4. Summary of items discussed:

5. Student will prepare the following for the next meeting:

6. Tentative date and time of the next meeting: \_\_\_\_\_

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

Student

Supervisor

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

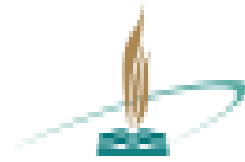
=====

**\*\*\* Office Use \*\*\***

Received by EE Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy)

(App. 9)



**Ecclesia Theological Seminary  
(English Extension)**

**MCM & MDiv Thesis Supervision Completion Form**

*(This form is to be submitted to the Academic Dean by the student  
after the LAST meeting of the supervisor and the student.)*

1. Name of Student: \_\_\_\_\_ Programme: MCM/MDiv

1. Name & title of Supervisor: \_\_\_\_\_

2. Date, time & location of \_\_\_th and last meeting:

3. Final title of the thesis:

\_\_\_\_\_  
\_\_\_\_\_

4. Final comments:

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

Student

Supervisor

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

(dd/mm/yyyy)

(dd/mm/yyyy)

=====  
**\*\*\* Office Use \*\*\***

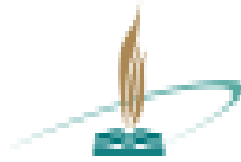
Received by EE Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yyyy)



(App. 10)



**Ecclesia Theological Seminary  
(English Extension)  
Thesis Title Page**

Title

[Times New Romans 16 point middle]

Student Name

[Times New Romans 14 pt. middle]

A thesis submitted in partial fulfilment of the requirements

for the degree of X of Y

[Times New Romans 14 pt. middle]

Ecclesia Theological Seminary [Times New Romans 14 pt. middle]

May xxxx [Times New Romans 14 pt. middle]

SAMPLE [Thesis Title Page]

The Search for the Historical Jesus in the German Scholarship  
evaluated from a Third-world perspective

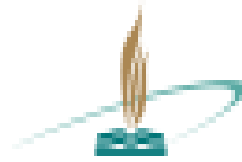
Tai-man Chan

A thesis submitted in partial fulfilment of the requirements  
for the degree of Master of Divinity

Ecclesia Theological Seminary

May 2016

(App. 11)



**Ecclesia Theological Seminary  
(English Extension)  
Request for Official Transcript**

**IMPORTANT NOTES**

1. Please complete the form in BLOCK LETTERS.
2. The personal data provided will be treated in strict confidentiality, and it will be used for matters pertaining to registration and future communications such as our latest news on developments/activities/courses/events. If you do not intend to receive our future communications as stated, please put a tick in .
3. You may request for update of your personal data by writing to the English Extension of Ecclesia Theological Seminary at 22 Tuen Fu Road, Tuen Mun, Hong Kong after submission of this application.

Application for:  Student Copy \*  Sending to institution/organization # please  where appropriate

Applicant's Name:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Chinese Name (if any): \_\_\_\_\_

Degree Conferred:  Master of Christian Ministry  Master of Divinity Year of Admission: \_\_\_\_\_

Purpose of this request: Study/Work/Others (please specify) \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please mail the transcript to one of the followings:

\* Correspondence Address: \_\_\_\_\_

# Institution/organization:

Name of Institution/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Attention to: \_\_\_\_\_ Set(s): \_\_\_\_\_

Name of Institution/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Attention to: \_\_\_\_\_ Set(s): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yyyy)


**Handling Fee:** HK\$300 per set of official transcript

**Instructions:** please send this form together with the supporting of the required payment (see the following) to:  
Ecclesia Theological Seminary, 22 Tuen Fu Road, Tuen Mun, N.T., Hong Kong (Attn: English Extension)


**Payment methods** – 1. make cheque payable to “**Ecclesia Theological Seminary**” OR  
2. make bank transfer to **HSBC bank a/c: 015-420409-001**

\*\*\* Office Use \*\*\* Received: HK\$ \_\_\_\_\_ Cash/Cheque & Cheque Number: \_\_\_\_\_

Handled by: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yyyy)



*Committed to training  
Pentecostal Leaders for Tomorrow*



**22 Tuen Fu Road, Tuen Mun, N.T., Hong Kong**  
**Tel: 26911481      Fax: 26934775**  
**Website: [www.hk-ebc.edu](http://www.hk-ebc.edu)**

**July 2015**  
**Quantity:**