

LOYOLA SCHOOL OF THEOLOGY

Theology and Ministry Program

Ateneo de Manila University

LST Form #R301

COMPLETION GUIDE FOR CULMINATING RESEARCH S.T.L. TESINA / S.T.D./D.MIN./PH.D. DISSERTATION

(As of 8 July 2017; see *LST Student Handbook* for more details)

1. **Types of Culminating Research** for advanced degrees:
 - 1.1. **STL Tesina:** 80 – 150 pages;* shows an aptitude for scientific theological research
 - 1.2. **STD/PhD Dissertation:** 180 – 250 pages;* shows firm grasp of theological method and criticism; makes an original contribution to the field of concentration
 - 1.3. **DMin Dissertation:** 180 – 250 pages;* promotes the integration of theology, the practice of ministry and the learning acquired through supervision
 - 1.4. **Reading Courses** are distinct from Tutorial Courses and are intended to produce a Review of Literature for the Tesina/Dissertation. For DMin, **Apprenticeship Courses** are designed to harness supervision in a ministerial project in view of the Dissertation.

2. **Procedure:**
 - 2.1. Student sees to it that all forms are accomplished and submitted on time (see deadlines).
 - 2.2. [Form R304] **Assignment of Adviser** for Tesina/Dissertation
Student chooses an Adviser, usually from among professors of courses previously taken by the student; may seek advice from Director of Advanced Graduate Students; discusses the choice of adviser with VPAA who assigns the adviser, and adviser accepts.
 - 2.3. [Form R305] **Approval of Proposal by Adviser** for Defense
Proposal is 10 pages* excluding bibliography; forms Chapter 1 of the Thesis; must be submitted at least 3 weeks before projected date of Proposal Defense. Enroll in Theo Prop 400/600.
 - 2.4. [Form R306] **Approval of Tesina/Dissertation by Adviser** for Second Reader
Submission of the form and manuscript by the student triggers assignment of 2nd Reader.
 - 2.5. [Form R307] **Assignment of Second Reader** for Tesina/Dissertation
At least 5 weeks must be given to the 2nd Reader for completing his/her work.
 - 2.6. [Form R308] **Approval of Tesina/Dissertation by Second Reader** for Defense
This form must be submitted to the LST Secretariat with 6 copies of the manuscript. At least 3 weeks must be given to the defense panel for reviewing the work. Enroll in Theo Def 400/600.

3. **Timeline:**
 - 3.1. Only students who have enrolled in and passed the Comprehensive Exam are eligible to enroll in Theo 501/601, Tesina/Dissertation Writing I.
 - 3.2. During registration for the term when work will begin with an adviser, student enrolls in Theo 501/601, Tesina/Dissertation Writing I, and works with VPAA on Form R304 for assigning an adviser; upon submission of Form R305 with the approved Proposal, student enrolls in Theo Prop 400/600.
 - 3.3. In subsequent terms of working with an adviser, student enrolls in Theo 502/602, Tesina/Dissertation Writing II, until the completion of the writing.
 - 3.4. Roughly, prior to the target semester for defense, the full draft must have been submitted to the adviser, then in the target semester for defense, the adviser's approval must be obtained in the 1st month of the semester, the 2nd reader's approval obtained early in the 3rd month, and the defense scheduled in the 4th month.

* Length in pages considers standard LST research-paper conventions; see *LST Style Manual: Guidelines for Theses and Dissertation Writers* (look up LST website downloadables).