

# DOCTOR OF PHILOSOPHY IN EDUCATIONAL STUDIES

## HANDBOOK 2023-2024



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## TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
introduction.....	1
Mission Statement.....	1
Institutional Objective.....	1
Philosophy .....	1
Statement of Faith.....	2
Article 1 God .....	2
Article 2 Jesus Christ.....	2
Article 3 Holy Spirit .....	2
Article 4 Holy Bible.....	3
Article 5 Creation .....	3
Article 6 Human Beings .....	3
Article 7 Salvation .....	3
Article 8 Sanctity and Purity.....	4
Article 9 Healing.....	4
Article 10 The Church .....	4
Article 11 Resurrection.....	4
Article 12 The Second Advent.....	5
Purpose and Objectives of the PhD Program.....	6
Program Learning Objectives .....	6
Admission .....	7
Requirements for Admission .....	7
Admission Documents .....	7
Common Documents .....	7
Recommended Books .....	8
F-1(International Student) New Entry, Common Documents .....	8
F-1(International Student) Transfer Additional Documents.....	8
Admission Notification.....	8
Transfer of Credits .....	9
Graduation Regulations .....	9
Tuition and Scholarships .....	9
Leave of absence procedure.....	10
Interrupted Status (Short-term leave).....	10
Inactive Status (Long-term leave).....	10
Reactivation Process .....	10
Enrollment .....	11
Academic Advising.....	11

Class schedule and method.....	11
Spring Semester(January to June).....	11
Fall Semester(July to December).....	11
F-1 International Student Semester Registration .....	11
Withdrawal from a Seminar.....	12
<b>Academic Warning .....</b>	<b>12</b>
Paid Action .....	12
Withdrawal .....	13
<b>Termination.....</b>	<b>13</b>
Program Prior to Dissertation .....	14
Grading and Student Records .....	14
Grade Scale.....	14
Auditing regulations .....	14
Doctoral Program.....	14
Curriculum.....	15
Common Required Courses.....	15
Elective Courses .....	15
Comprehensive Examination.....	16
Composition of Comprehensive Examination.....	16
Procedure of Comprehensive Examination .....	16
Evaluation of Comprehensive Examination .....	17
Dissertation Research and Writing .....	18
Submission of the Dissertation Proposal .....	18
Contents of Dissertation Proposal.....	18
Style of the Dissertation Proposal.....	19
Submission of Dissertation Proposal and Appointment of the Dissertation Committee.....	19
Length of the Dissertation.....	19
Edit and Submission of the Dissertation Draft .....	20
Dissertation Oral Defense.....	20
Oral Defense procedure .....	20
Oral Defense Decision.....	20
Submitting the Final Copies of the Dissertation.....	21
Copyright and Database Submission .....	21
Dissertation Copyright.....	21
Database Submission.....	22
Appendix Phd program process .....	23

## **INTRODUCTION**

### ***Mission Statement***

Grace Mission University is a higher education institution that equips students so that they will be academically enriched and spiritually empowered to lead others to Christ, to deeper lives of discipleship, and to help fulfill the Great Commission.

### ***Institutional Objective***

As a result of graduating from Grace Mission University, students will:

- 1) Demonstrate their knowledge of theology, biblical studies, and hermeneutics.
- 2) Demonstrate their ability to effectively minister in teaching, preaching, world missions, and lay leadership.
- 3) Participate in spiritual enrichment activities, regular devotions, and involvement in the local church.
- 4) Demonstrate passion for and understanding of missions by producing sermons, lessons, and other forms of communication.
- 5) Experience promoting missions (e.g. preaching and teaching, organizing prayer support, etc.).
- 6) Experience cross-cultural ministry (e.g. serve on mission trips, minister to local people of another ethnic group).
- 7) Demonstrate adequate background knowledge to pursue advanced degree programs for professional Christian ministry and world missions.

### ***Philosophy***

Grace Mission University recognizes the primacy of the spiritual truth revealed in the Bible and incarnate in Jesus Christ, and acknowledges that all truth is of God. All truth finds its unity in God. GMU recognizes the role of the Holy Spirit in interpreting

God's truth in accordance with the words of the Lord Jesus Christ, who instructed His disciples, "when He, the Spirit of Truth, comes, He will guide you into all truth"(John 16:13).

GMU recognizes that Father God has shown humankind truth through Christ in nature, history, and in Scripture. The Bible, as the authoritative Word of God, is central in the quest for knowledge. Its principles and precepts are integrated throughout GMU's curriculum and are foundational in the institution's basic philosophy of education.

### ***Statement of Faith***

#### ***Article 1 God***

We believe in the one and only God who is perfect and eternal. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. (Scripture References: Gen. 1:1; Ex. 3:14; 31:13; 34:14; Lev. 19:2; Deut. 6:4; 32:4; I Kings 8:27; Ps. 19:1-2; 22:18; 47:7; 90:2; 119:68; 145:10; Mal. 3:6; John 4:24; Acts 15:18; Rom. 16:27; I Cor. 8:4; Eph. 2:4; Heb. 12:23; 1 Jn. 5:7; Rev. 19:6).

#### ***Article 2 Jesus Christ***

We believe in Jesus Christ, the Son of God, our Savior, and Lord. We believe that He is an infinite God and a true man who was incarnated by the Holy Spirit through Virgin Mary. He, being righteous, is able to bring sinners to righteousness through His sacred blood which was shed on the cross. We believe that Jesus Christ rose from the dead according to Scripture, ascended into heaven, and sits at the right hand of God as our high priest and the king of the universe. We believe that He will come again with glory to build a kingdom of righteousness and peace. (Scripture References: Isa. 9:6; Luke 19:10; John 1:1-14; 4:42; 14:20; 16:30; Acts 1:11; Rom. 4:25; 9:5, 3:25-26; 5:18; 1 Cor. 15:22; Eph. 1:7, 17; 4:6; Col. 1:17; 2:8-10; 1 Tim. 3:16; 2 Tim. 4:1; Titus 2:13; Heb. 1:3-10; 2:17; 4:15; 7:25; 13:8; 1 Peter 2:21; 1 Jn. 3:13; 5:7, 20; Rev. 22:13).

#### ***Article 3 Holy Spirit***

We believe in the Holy Spirit, the third person of the Godhead, who dwells in the hearts of true believers. He came to lead us, teach us, and grant us abilities. We believe He convicts the world of its sins, regenerates sinners, and brings both righteousness and

judgment. (Scripture References: Gen. 1:2; Job 33:4; Isa. 6:8-9; Matt. 28:19; Mark 3:29; John 16:8, 13; Acts 10:19; 13:2-4; 16:6; 1 Cor. 2:11; 6:11; Titus 2:11; 2 Peter 1:21; 1 Jn. 5:7).

#### ***Article 4 Holy Bible***

We accept the Holy Scriptures, the Old and New Testaments, as inspired by God. Scripture is the Word of God which is accurate and inerrant. The purpose of this revelation is to show God's concern for the salvation of all humans. We believe the Holy Scriptures to be the only perfect rule for faith, doctrine, and Christian conduct. (Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21).

#### ***Article 5 Creation***

We believe in the historicity and primeval history of the biblical record of creation and the reality of heaven and hell and the literal existence of the devil. All historical matters in the Bible, including Genesis 1-11, are to be considered as an accurate, literal record. (Scripture References: Ex. 4:15; 2 Sam. 23:2; Ps. 32:8; 119:151-160; Jer. 1:9; Matt. 5:17-18; John 10:35; 17:17; 1 Cor. 2:13; 2 Tim. 3:16-17; Heb. 1:1-2; 2 Pet. 1:18-21).

#### ***Article 6 Human Beings***

We believe that humans were created in the image of God. However, this perfect image was impaired through Adam and Eve's disobedience to the point of total degradation. Following the Fall, humans experienced the process of death in both body and spirit. Therefore, humans which were set apart from God, carry the characteristics of original sin from birth. (Scripture References: Gen. 8:21; Ps. 51:5; 58:3; John 1:13; 3:3-6; 6:44; Rom. 5:12; 8:7; 1 Cor. 2:14; Gal. 5:19-20; Eph. 2:3; Col. 1:14; Heb. 12:14; Titus 3:5).

#### ***Article 7 Salvation***

We believe that the salvation of all persons is brought through the substitutionary and redemptive sacrifice of Jesus Christ through His literal physical death, burial, resurrection, and bodily ascension into heaven. Whosoever repents of her/his sins and

believes in Jesus is born again by the Holy Spirit, receives the gift of everlasting life, and becomes a child of God. (Scripture References: Prov. 28:13; Isa. 45:22; Mark 16:15; John 1:7; 3:3-36; 5:24, 40; Acts 16:31; 17:30; Rom. 5:16; 8:16, 38, 39; 10:10; 2 Cor. 7:10; Gal. 2:20; Phil. 1:29; 1 Thess. 5:23; 1 Tim. 2:4; Titus 2:11; Heb. 11:1-6; 2 Peter 1:4).

#### ***Article 8 Sanctity and Purity***

God wants His children to be holy by being filled with the Holy Spirit; to live a life of righteousness in contrast to sinfulness, to dedicate their lives to His will, and to live a life of effective service. (Scripture References: Lev 11:44; Rom 6:19; 2 Cor. 7:1).

#### ***Article 9 Healing***

We believe in divine healing which we can receive for our physical illness through the work of redemption by Jesus Christ. We believe that the Holy Scriptures encourage us to pray for the sick. This is a privilege for all contemporary Christians. (Scripture References: Rom. 5:9, 18; 8:34; 2 Cor. 5:14; Eph. 1:7; 1 Tim. 2:6; 4:10; Titus 2:11; Heb. 7:25; 9:22-24; 2 Pet. 3:9; 1 Jn. 2:2).

#### ***Article 10 The Church***

We believe the Church is composed of all believers in Christ who are redeemed by His blood and born again by the Holy Spirit. Christ is the head of His Church. We believe that it is our duty to spread His Gospel as God's witness to all nations of the world. Our local churches are gatherings of believers who come together to worship Father God, to be taught from His Word, to pray and fellowship with one another, to share the Gospel with others, and to participate in Holy Communion and Baptism. (Scripture References: Matt 16:18; Act 20:28; Eph. 5:23).

#### ***Article 11 Resurrection***

We believe in the physical resurrection of both the righteous and the unrighteous respectively. The righteous will resurrect unto eternal life and the unrighteous will resurrect unto judgment in the place of eternal punishment which was prepared for all who die outside of Christ. (Scripture References: 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2

Tim. 2:18, Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12).

***Article 12 The Second Advent***

We believe in the imminence of Jesus Christ's second coming. He will return in physical form and will be visible to anyone in the world. We believe that His second coming is a blessed hope to all believers and motivates us to lead a faithful life in sincere service to the Lord. (Scripture References: Acts 1:11; Matt. 25:31; 1 Cor. 15:24-28; 1 Thess. 4:15-17; 2 Thess. 1:7-10; 2 Pet. 3:3-13; Matt. 24:42-44; John 5:28; Acts 24:15; 1 Cor. 15:22, 23; 2 Tim. 2:18, Phil. 3:21; 1 Cor. 15:35-44; Dan. 12:2; Acts 17:31; 1 Cor. 15:24; Rev. 10:6; 22:11; 2 Pet. 3:11, 12; Eccl. 9:10).



## **PURPOSE AND OBJECTIVES OF THE PHD PROGRAM**

### ***Program Learning Objectives***

The PhD in Educational Studies degree program aims at equipping leaders to competently integrate theory and practice within the twenty-first century context of globalization. It also aims at educating mission scholars through an in-depth study, in order that they can be expert researchers in every aspect of Christian education. Regarding the outcomes, consider the following points:

Program Learning Objectives:

The PhD in Educational Studies is designed for leaders with a minimum of three years of education related experience, and it will have the following outcomes:

Graduates of this program will be able to:

1. Demonstrate the ability to design and conduct original empirical research with biblical integration to contribute to the educational field.
2. Understand, analyze, synthesize, evaluate, and apply knowledge from the literature to address the needs of educational and ministry settings.
3. Demonstrate abilities and skills in teaching, administration in educational and ministry settings.
4. Demonstrate critical thinking and writing skills for scholarly works.

## ADMISSION

### ***Requirements for Admission***

Applicants seeking admission to the PhD in ES program at GMU must meet the general criteria for admission to the school as well as the requirements listed below.

- 1) Those who have received a Master of Divinity (MDiv) and Master of Theology (ThM) degree from an educational institution accredited by the US Department of Education.
- 2) Those who hold a master's degree in MA have completed 36 credits and have completed pre-requisite courses required by Doctoral Office. Minimum of 9 units of Bible/Theology and 9 units of (Christian) Education is required.
- 3) 3 years of vocational experience in education field.
- 4) A score of 3.3 or higher on the basis of the average grade point average of 4.0 in the master's course.

### ***Admission Documents***

#### **Common Documents**

- 1) Application for Admission
- 2) Final school English Transcript (Original)
- 3) Graduate Certificate in English (Original) or a copy of Diploma
- 4) Two ID Photos
- 5) Evidence of vocational educational experience
- 6) A testimony of faith Form
- 7) Three letters of Recommendation (Two academic references and one pastoral/professional reference)
- 8) Application fee \$100

- 9) Submit a Proposal for your research topic (page 12)
  - Prepare and submit research background, research goal, research purpose, literature study, research contribution
- 10) Book Review - 3 submissions (3 pages per book)
  - Submission including summary, content analysis, criticism and application

***Recommended Books***

- 1) Habermas, Ronald & Issler, Klaus. *Teaching for reconciliation.*
- 2) Anthony, Michael & Benson, Warren. *Exploring the history & philosophy of Christian education.*
- 3) Zuck, Roy. *Teaching as Jesus taught.*
- 4) Downs, Perry. *Teaching for spiritual growth: An introduction to Christian education.*

**F-1(International Student) New Entry, Common Documents**

- 1) Statement of Financial Support
- 2) Certificate of Bank Balance
- 3) Copy of Passport (All Accompanying Family Members)
- 4) F-1(I-20) New Student Application
- 5) International Student Insurance Certificate

**F-1(International Student) Transfer Additional Documents**

- 1) Current School I-20 Copy
- 2) F-1 Transfer Student Application

***Admission Notification***

The doctoral research committee may accept admission within the following categories: Unconditional admission, conditional admission. The tuition fee will be paid when the student enrolls. Postponement of registration for 12 months or more is not allowed.

- 1) Unconditional Admission: Applicants must submit all supporting documents and meet the requirements for admission.

2) Conditional Admission: If the applicant's average grade point is in the range of 2.90 - 3.29 on a 4.0 basis, submit the essay required by the doctoral office (page 15).

3) Rejection: If applicants who are not approved for admission are to be reapplied, they can be apply after waiting at least one year. In order to be admitted, they must meet the admission requirements that were not previously met.

### ***Transfer of Credits***

PhD in ES students who wish to pursue a credit transfer from another educational institution authorized by the US Department of Education may apply for credit transfer according to the following procedure.

1) In order to receive credit, applicants must apply to the doctor in writing or by e-mail. Students from other educational institutions authorized by the US Department of Education will be evaluated by the doctoral office first and the second by the doctoral research committee. Third, for this evaluation, the student must submit to the doctoral office all transcripts received from the higher education institution (university or higher) where I was educated. Up to 10 credits can be recognized.

2) Only the credits of classes meeting the requirements of the Grace Mission University degree are reflected in the student's record and transcript.

3) Only classes that have received B+ credits from other educational institutions are accepted.

4) Only classes with B+ credits from other educational institutions are accepted.

### ***Graduation Regulations***

1) The credit for graduation is 52 credits.

2) GPA for graduation should be 3.3 or higher.

3) The student must pass the graduation thesis after completing the course work.

4) The school year is seven years.

### ***Tuition and Scholarships***

Item	Tuition Fee
Tuition	\$480(1 Unit) \$1,920(4 Units, One Subject)

	\$3,840(8 Units)
Total Course Fee	\$27,840
Application Fee \$100	
Tuition for Each Semester \$130	*Tuition fee total cost after Scholaships
Extension Fee \$130(Semester)	1) Overseas Missionary 40%(\$16,704)
Leave of absence Fee	2) Domestic Missionary 30%(\$19,488)
\$130(Semester)	3) Pastor 20%(\$22,272)
Graduation Fee \$500	
Auditing(One Subject)) \$200	

***Leave of absence procedure***

**Interrupted Status (Short-term leave)**

Short-term leave is one semester and approved only twice during the doctoral course. A fee of \$130 per semester is charged. Students who are on short-term leave can take classes during this period. Application must be made on the first day of the semester.

**Inactive Status (Long-term leave)**

Long-term leave is allowed only for special cases, such as sick leave, for a period of one year. In exceptional cases, you may be granted a maximum of three years (six semesters), but in this case you must apply annually. A fee of \$260 per year is charged. Students who are on long term absences can not attend or attend classes during this period.

**Reactivation Process**

A student returns from interrupted status or inactive status by completing the following reactivation process.

1) Submit a formal letter to the doctoral office explaining how circumstances of the student have changed so that reactivation is possible.

2) Receive a written statement supporting the return of the student from the person in his / her ministry office to the regular state and submit it to the doctoral office.

3) Pay all fees

4) Receive approval from the Doctoral Studies Committee

All students, regardless of status, must remain in regular contact with the Doctoral Studies Office. This contact may be established by (a) matriculating in a seminar or (b) submitting a letter or email confirming the student's current status and mailing address. The doctoral Studies Committee will consider students who fail to maintain contact by such means as having withdrawn from the program.

### ***Enrollment***

#### **Academic Advising**

All doctoral students will meet academic advisor once per semester to discuss the academic progress. This will be also opportunity to build up relationship with the advisor and get mentoring and counseling.

### **Class schedule and method**

#### ***Spring Semester (January to June)***

All doctoral students must register by the beginning of December for Spring Semester classes. In general, the Spring Semester provides one course in January and one course in February. Each semester, students study 4 credits in intensive lectures for one week and total study two courses.

#### ***Fall Semester (July to December)***

All doctoral students must register by the beginning of June for Fall Semester classes. In generally, the Fall Semester provides one course in July and one course in August. Each semester, students study 4 credits in intensive lectures for one week and total study two courses.

### **F-1 International Student Semester Registration**

Those who hold an F-1 international student status are required to register 8 credits per semester to maintain their international student status.

### **Withdrawal from a Seminar**

If student withdrawal from the course, student should pay attention to the following points.

- 1) There is no additional fee if student withdraw before taking the intensive course.
- 2) If student withdrawal from student course by the first day of the intensive course, \$200 will be added.
- 3) On the second day of the Intensive Seminar, students can not cancel classes. If they cancel, the grade will be Fail and the tuition fee will be refunded only 50%.

### **Academic Warning**

Reasons for receiving an academic warning include the following but may be accompanied by other reasons.

- 1) Maintaining less than a 3.3 GPA in doctoral studies
- 2) In case that the tuition fee has not been paid for more than one semester.
- 3) The first warning was given to a small error or unintentional behavior that violated Grace Mission University's statement of integrity.
- 4) Etc.

### **Paid Action**

In case the student does not fulfill the school regulations faithfully or if the student has seriously undermined the authority of the school administration and the apprenticeship professor and the doctoral staff in a manner that is inadequate or disrespectful to the guidance of the professor and the staff of the doctoral, and the opinions of the faculty committee. The period of paying is 6 months. During the paid period, the student must give a genuine apology to the professor or doctoral staff. The form and contents of the apology must be submitted to the doctoral office. No courses can be audited and taken during the paid period and no instruction from Grace Mission University professor. In addition, you can not participate in all the events organized by the school. In the event of non-acceptance of paid action, it shall be discharged.

## **Withdrawal**

If a doctoral student has to withdrawal from doctoral program, doctoral student will send an e-mail or letter to the doctoral office to withdrawal.

## **Termination**

Common reasons for termination from the PhD program would include:

- 1) Failing to notify the doctoral office of any significant change in status or location.
- 2) Maintaining less than a 3.0 GPA in doctoral studies.
- 3) Earning less than a B+ in any two seminars.
- 4) If you have committed an immoral act, you have committed a serious and repetitive act in violation of the school's statement of integrity.
- 5) Failing to complete at least one seminar per semester.
- 6) Failing to meet financial obligations to the Seminary.
- 7) In case of receiving less than B+ grade in the seminar.
- 8) Conduct unbecoming of a minister of the Gospel.
- 9) Withdrawing from three seminars once enrolled.
- 10) Plagiarism or other forms of academic fraud.
- 11) If you do not accept paid action.
- 12) If you have acted in accordance with the acts mentioned above.



## **PROGRAM PRIOR TO DISSERTATION**

### ***Grading and Student Records***

A grade of B+ is the lowest mark that will be regarded as passing and credited toward a PhD degree. However, students who receive a B+ will be placed on academic probation. Students receiving two B grades in one semester may face termination from the program.

### **Grade Scale**

A (4.0): 100-96 / A- (3.7): 95-90

B+ (3.3): 89-87 / B (3.0): 86-83 / B- (2.7): 82-80

C+ (2.3): 79-77 / C (2.0): 76-73 / C- (1.7): 72-70

D (1.3): 69-6075 / F (1.3 lower): lower 60

### **Auditing regulations**

Any student who wants to attend a class can contact the doctoral office and apply for a auditing.

### ***Doctoral Program***

The PhD program is a research degree program aiming to present the theoretical, empirical, and academic viewpoints from the social science perspective in the education field and ministry scene of 21<sup>st</sup> Century Global culture.

## Curriculum

### *Common Required Courses*

#### **1st year**

Philosophical & Historical Foundations of Educational Studies	4 units
Biblical and Theological Foundations of Educational Studies	4 units
Introduction to Educational Research	4 units
Elective 1	4 units

#### **2nd year**

Quantitative Research & Statistics	4 units
Qualitative Research	4 units
Elective 2	4 units
Elective 3	4 units

#### **3rd year**

Internship	2 units
Research Proposal	1 unit
Tutorial 1 (Literature Research)	4 units
Tutorial 2 (Field Research)	4 units

#### **4th year**

CE942      Comprehensive Exam	1 unit
Dissertation Proposal	
RW941      Dissertation 1	4 units
RW941      Dissertation 2	4 units

### *Elective Courses*

Educational Leadership  
Administration & Organizational Development  
Curriculum Development  
Teaching in Higher Education

## Intercultural Studies Course

### *Comprehensive Examination*

#### **Composition of Comprehensive Examination**

Comprehensive examinations are offered to PhD students who are eligible for a comprehensive examination after completing all coursework, including a 'Dissertation Preparation' class. To take a comprehensive exam, you must enroll in the 'CE942 Comprehensive Exam'. Students who are absent from school can not enroll in 'CE942 Comprehensive Exam'. 'CE942 Comprehensive Exam' means that you must complete the comprehensive exam by the end of the course. The grading of the comprehensive examination and all administrative procedures are handled by the doctoral research committee.

#### **Procedure of Comprehensive Examination**

Students who wish to take a comprehensive examination should follow the procedure below.

- 1) Comprehensive exams should be based on what you have studied, without any reference to any type of data. When a student breaks and refers to any type of material, the student is expelled.
- 2) Students should be prepared on the basis of what they learned in class.
- 3) Comprehensive exams are taken at the student's choice of campus or one of the designated places in the school. If you are taking the test on campus, you should tell the doctoral office who will take the test one month before you take the test.
- 4) The doctoral office will provide the test site to the students who visited the campus to take the comprehensive examination. We also provide a test venue for students who have visited the school in order to take the test at a designated place.
- 5) You can not bring your personal belongings, such as cell phones or books, at the test place.
- 6) Comprehensive examinations must be completed by the last week of the 'CE942 Comprehensive Exam' course.

### **Evaluation of Comprehensive Examination**

Comprehensive test results are treated as acceptance and rejection for each area and retest for the relevant area within one month after failing in any area. The retesting method is the same as the method described above. If you do not pass the exam again, you will be required to retake the 'CE942 Comprehensive Exam' course in the next semester with a Academic Warning, and you will take the exams only for the failed courses. If the exam is rejected in the relevant area of the comprehensive examination even though it has been retried, there will be no chance of retesting and the expulsion will be processed. Students passing the comprehensive examination will be eligible to write PhD. dissertations and will be PhD candidate or ABD[All but dissertation].

## **DISSERTATION RESEARCH AND WRITING**

### ***Submission of the Dissertation Proposal***

A doctoral student must submit a dissertation proposal to the doctoral office at the end of the final class in the coursework. The thesis topic should be decided by consulting with the professors of the doctoral.

### **Contents of Dissertation Proposal**

The dissertation proposal of doctoral thesis should be about 30 pages excluding cover and references and must include the following contents.

- 1) Cover: Complete the official cover form of the school. The title should be clearly and concisely presented on the cover page.
- 2) Introduction: Describe how to conduct research on a topic and why it is necessary to conduct research on a selected topic.
- 3) Preliminary Study Outline: Describe which scholar or researcher has conducted any preceding research related to the selected topic.
- 4) Suggested Topic Research: Describe what kinds of problems the topic of the paper has and which contributions it can contribute to the ministry and academic field.
- 5) Methodology: Describe which methodology to use to carry out this study. In other words, it describes the research methods and processes that will be used for the research.
- 6) Outline of the paper: Describe how each chapter of the thesis will develop.
- 7) List of reference books: References to be included in the paper describe at least 100 books.

### **Style of the Dissertation Proposal**

Footnotes and reference forms of the dissertation proposal will follow the format recognized by the American Society of Missiology and use the template provided by the school.

### **Submission of Dissertation Proposal and Appointment of the Dissertation Committee**

When a doctoral dissertation proposal is submitted, the director of doctoral will evaluate whether the proposal can be received based on the submitted proposal and conclude as follows. First, pass without modification. Secondly, the passage requires modification. Third, the hold that requires full correction. Fourth, not passed.

1) If a decision is made that requires a 'full revision', the student must make a full revision of the thesis proposal within three months and submit it again. If a decision is made, the student must retake the 'RW937 Research Design' course. You must change the subject and resubmit it until the end of the course.

2) Students who receive a 'pass' decision will be assigned three academic supervisors. Students can recommend all three academic supervisors who will lead their dissertation. One of them must be a professor or visiting professor of the school, and the second committee member can be selected as an expert who is working externally. The Dissertation Committee is composed of the 1st advisor and the 2<sup>nd</sup> advisor. The supervisors must be a PhD or DMiss degree. In addition, DMin Degree with professional knowledge or experience on a specific subject can also be lead advisers.

### **Length of the Dissertation**

A PhD dissertation must have more than 200 pages of text. A shorter paper can only be obtained with the approval of three dissertation advisers and a doctoral office. References should be at least 250 (including interviews and 250 dissertations), including monographs and dissertations, and all academic documents. More than 20% of the references should be in a second language.

### **Edit and Submission of the Dissertation Draft**

When all of the three academic supervisors approved by the committee members are completed, the dissertation must be corrected through the editor together with the graduation application form. The editor can be introduced at the doctoral office. Upon completion of the correction, you must sign the school's Research Librarian and submit it to the doctoral office.

### **Dissertation Oral Defense**

#### ***Oral Defense procedure***

Upon completion of the student dissertation draft, the 1st advisor shall consult with the 2nd advisors and the student to determine the date and time of the oral defense and notify the doctoral office. Three oral dissertation committee members must be present at the oral defense and one or more professors appointed by the doctoral may evaluate the dissertation as a participant.

#### ***Oral Defense Decision***

The final decision of the oral defense shall be made by the First advisor and the 2nd advisors. Participating members may submit opinions on student dissertation but have no decision. When the opinions of the first and second advisors are different, the first advisor decides the final decision. The oral defense conducted in accordance with the standard of PhD dissertation and the PhD defense.

The oral defense determines the results in the following four stages. 1) Pass through without modification 2) Pass necessary to revise 3) Hold: Rescheduling after major revision 4) Failed: Wait for doctoral research committee to wait for disposition.

If a student receives a pending verdict on three options, the student must revise all the fixes pointed out within three months and then re-examine the oral the doctoral research committee to consider whether the student will be allowed to make full-scale corrections or to be removed from the program. If it is concluded that a full revision is necessary, all revisions must be completed within 6 months after oral defense and the corresponding amount must be paid.

### **Submitting the Final Copies of the Dissertation**

If the student passes the oral defense, the student shall revise the portion of the oral defense that has been recommended at the time of the oral defense and receive the signature of Research Librarian. Then submit the final copy of the paper along with the signature of the research library to the school as follows.

1) The final copy of the dissertation must be signed by Research Librarian.

2) Send final copy of the dissertation PDF file to doctoral office.

(doctoral@gm.edu).

3) Basic four hard copies (1 copy for the student, 2 copies for Grace Mission University Library, 1 copy for the doctoral office), and if you wish to bind additional copies, you must print and submit. A 1.5 inch margin should be set on the left side of the paper for binding.

4) The four hard copies must be printed on water-marked, 20 pound, 100% cotton rag, acid-free paper. All copies must be of a high quality, clean, consistent, and free of smudges, having a 1.5 inch margin on the left side for purposes of binding.

If you want to graduate, you have to write your dissertation according to the following schedule.

1) Upon graduation in June

- Feb. 15: Deadline for submission of the final dissertation to the final doctoral office and submission of graduation application.

- April 1: Deadline for oral defense.

- May 1: Deadline for submission of final dissertation to be binding

### **Copyright and Database Submission**

#### ***Dissertation Copyright***

The copyright to the dissertation belongs to the student. As a condition of being awarded the degree, however, the student grants Grace Mission University the non-exclusive right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.



***Database Submission***

Students are expected to submit an electronic copy of the dissertation to the ProQuest Dissertations & Theses Database. Students will also have the option, for a fee, to submit the dissertation to the Open Access Publishing PLUS option available from ProQuest. The Doctoral office will provide instructions on completing this.

## APPENDIX

### PHD PROGRAM PROCESS



