



Ecclesia Theological Seminary (English Extension)

Student Handbook

2018-2019

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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 for 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, ETS has developed both Chinese and English post-graduate theological training programmes.

Formerly known as Ecclesia Bible Institute, ETS was first established in Yee Lok Village in Guangzhou, China. It was inaugurated in 1947 by Rev J Elmor Morrison, a missionary from the Canadian Assemblies of God who had already been training and equipping Christian ministers in the village through Bible classes. In the early 1950s, the Institute was relocated to Hong Kong, having first moved to Cheung Chau in 1949 and then to Sha Tin in 1954. In 2002, ETS was relocated to its current location in Tuen Mun. In 1983, ETS 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 the school was changed to "Ecclesia Theological Seminary" in consideration of its development in post-graduate studies.

2. MISSION & VISION

Mission

ETS is committed to training Pentecostal leaders for tomorrow.

Vision

1. Provide Pentecostal Training

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

2. Equip for Effective Ministries

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

3. Nurture Spiritual Formation of Servant Leaders

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

3. ETS ENGLISH EXTENSION

The English Extension programme (English Extension) started in September 2000, with an aim to provide Christian leaders with the opportunity of a continuous education to equip them for ministry; especially for students who are unable to study full-time. The English Extension currently offers a programme of Master of Christian Ministry (MCM). Successful completion of the MCM programme will allow students to continue their studies for the Master of Divinity programme (MDiv).

The English Extension programme is headed up by the Acting Director of the programme, who is also the Acting Academic Dean of ETS. The Administrator for the English Extension programme manages day-to-day academic and administrative matters and is based in Tuen Mun. The Administrator reports to the Acting Director.

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 Christ-like.
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

The primary goals for students of the MCM and MDiv degree programmes include the following:

1. Grow in personal and spiritual maturity, and in the ability to be a witness for Christ.
2. Exhibit a mature Christ-like life style in the personal walk with God.
3. Develop skills to help in carrying out Christian Ministry in church and beyond.
4. Demonstrate a commitment to the Great Commission in personal life and in ministry.
5. Be committed to basic Christian values, including an appreciation for traditional Pentecostal Beliefs and exercising them. Utilise basic disciplines and methodologies of Biblical study so that they may be continually applied throughout ministry.
6. Equip so as improve skills in preaching, teaching, pastoral ministry, administrating, counselling, worship, evangelism and missions.
7. Bring together the best in academic and learning, teaching and building of the church and kingdom of God.
8. Equip saints for ministry and multiplication through training and teaching others.
9. Heighten awareness of differing cross-cultural perception related to life and ministry.
10. Demonstrate sensitivity in communicating the principles of the Christian message and in their application in different cultural settings.

6. APPLICATION PROCEDURE

Admissions applications are accepted on a rolling basis throughout the year. The completed Admissions Application Form must be submitted to the Office of ETS English Extension, together with the required supporting documents and a non-refundable application fee of HK\$300. An English proficiency test is required if the mother tongue of the applicant is not English or the medium of instruction in university of the applicants is not in English. A personality test is required for each applicant at a cost of HK\$300. In addition, an admissions interview with the applicant will be arranged by the English Extension Admissions Committee.

A 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 transfer of the first 6 credits; thereafter, an additional HK\$100 is required for the transfer of each additional credit. When applying for transfer of credits, 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 may take up to 4 courses before they are required to go through formal registration procedures.

Registered students will be issued a Student ID Card / Library Card by ETS. Special students will need to pay \$300 to avail of the library facilities.

8. STUDENTS' CHOICE OF COURSES

All core subjects and electives to be chosen in consultation with the English Extension Director and Coordinator.

Students may only take the main campus courses on an exceptional and case-by-case basis with the approval of English Extension Director and Coordinator, and with a maximum of 3 courses for MCM and / or 6 courses for M.Div.

9. CLASS VENUE

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

10. SCHOOL YEAR

The school year runs on a semester basis, i.e. from September to December, and from January to May. Each course carries 3 credits (1 credit = 13 hrs), with classes held weekly during daytime or evening (as applicable) for each semester.

Intensive courses are also held throughout the academic year, and usually take place from Monday to Friday during daytime of the course week).

11. DURATION OF PROGRAMME

Students may have up to a total period of 7 years to complete MCM, or a period of 10 years for MDiv.

Graduate Certificate in Missions		(20 credits)
1. Core Subjects		15 credits
• Spirituality and Spiritual Growth	3 credits	
• Missions in Biblical and Contemporary Perspectives	3 credits	
• Cross-Cultural Communications	3 credits	
• Church Planting	3 credits	
• OT/NT Teaching Perspectives or Biblical Interpretation	3 credits	
2. Electives		3 credits
• Any Missions elective e.g. including Islam, Buddhist...		
3. Practicum/s in Missions		2 credits

Notes:

The student must meet general admission requirements.

The student may enter with, and must maintain, a 2.7 GPA.

After the completion of 20 credits, with a minimum 2.7 GPA, the student may apply to transfer to a Masters program, provided they meet all the degree prerequisites, and have faculty approval.

A student who completes the Graduate Certificate Program will receive 20 credits of advanced standing in any 41 credit ETS Masters level degree.

Students who complete any Masters degree (including M.Div.) within two years of receiving a Graduate Certificate in Missions must surrender the Graduate Certificate before receiving their Master's degree.

Master of Christian Ministry (41 credits)

1. Core Subjects		15 credits
· Bible Focus: Old Testament and New Testament Interrelation course OR Old Testament Studies AND/OR New Testament Studies**	3 credits	
· Biblical Interpretation	3 credits	
· Perspectives in Pentecostalism	3 credits	
· Spirituality and Spiritual growth	3 credits	
· Missions in Biblical and Contemporary Perspectives	3 credits	
2. Electives (Any 7)		21 credits
* Pastoral Theology and Ministry	3 credits	
* Pastoral Care and Counselling	3 credits	
* Christian Leadership	3 credits	
* Church Management	3 credits	
* Cross- Cultural Communications	3 credits	
* Inner healing and Deliverance	3 credits	
* Christianity and Ethics	3 credits	
* NT Greek I	3 credits	
* NT Greek II	3 credits	
* Others: Hebrew I , Hebrew II, Teaching Methodology, Signs and Wonders	3 credits	
3. Practicum / Church Ministry		2 credits
4. Project Paper / Any one Elective		3 credits

*All Core subjects and Electives to be chosen in consultation with the English Extension Director and Coordinator.

**New students with no biblical background need to do both Old Testament and New Testament Studies or an Old Testament and New Testament interrelation course.

Note: - Some courses may be offered bi-lingually in English and Mandarin Chinese.

- NClasses will be held in Hong Kong Island, Kowloon or Tuen Mun, please write to

engext@ets.edu.hk for details.

Master of Divinity

(101 credits)

1. Core Subjects	33 credits
· Bible Focus: Old Testament and New Testament Interrelation course OR Old Testament Studies AND/OR New Testament Studies**	3 credits
· Biblical Hermeneutics	3 credits
· Biblical Interpretation	3 credits
· Spirituality and Spiritual growth	3 credits
· Missions in Biblical and Contemporary Perspectives	3 credits
· Perspectives in Pentecostalism	3 credits
· Luke Acts – A Pentecostal Perspective	3 credits
· Pastoral Theology and Ministry OR Pastoral Care and Counselling	3 credits
· Christian Leadership	3 credits
· Homiletics	3 credits
· Research and Writing	3 credits
2. Biblical Studies credits	12-15
3. Biblical Languages credits (NT Greek I & NT Greek II, Biblical Hebrew I & Hebrew II)	6-12
4. Theology & Church History	12 credits
5. Practical Theology	12 credits
6. Electives	15-18 credits
*Cross- Cultural Communications	3 credits
*Inner healing and Deliverance	3 credits
*Christianity and Ethics	3 credits
*Teaching Methodology	3 credits
*Signs and Wonders Others	3 credits
7. Practicum	4 credits
8. Thesis	4 credits

*All Core subjects and Electives to be chosen in consultation with the English Extension Director and Coordinator.

New students with no biblical background need to do both Old Testament and New Testament Studies **OR an Old Testament and New Testament interrelation course plus choice of Old Testament Studies or New Testament Studies.

Note: - Some courses may be offered bi-lingually in English and Mandarin Chinese.
- Classes will be held in Hong Kong Island, Kowloon or Tuen Mun, please write to
engext@ets.edu.hk for details.

12. COURSE REGISTRATION

Course registration is a determining factor on whether the course will be held as scheduled. To register, students are required to submit a Course Registration Form [App. 1], together with tuition payment, prior to the commencement of the semester according to the following schedule:

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

An administrative fee of HK\$100 will be charged for late registration.

13. COURSE FEES

The payment of course fees, together with the completed Course Registration Form, should be made according to the registration schedule in para. 11. Payment can be made by a crossed-cheque payable to “Ecclesia Theological Seminary” or by cash. Students should retain all official receipts until completion of the programme. All course fees are non-refundable.

14. COURSE WITHDRAWAL OR CREDIT/AUDIT CHANGES

Students may not miss the first class of a course taken for credit, or be absent from any classes with an evaluated portion of the course e.g. exams, presentations etc. (except on an exceptional basis and with approval of EE director and coordinator).

Students may choose to withdraw from a course at any stage in the trimester but with no refund of course fees, and must obtain approval from both the course lecturer and English Extension Director. Failure to do so will result in an unofficial withdrawal and an ‘F’ grade will be given.

Students desiring to change from audit to credit must do so before the start of the 3rd class session and complete the required additional fees payment. Students desiring to change from credit to audit must do so no later than the 3rd class session. Administrative costs of \$100 will be incurred by the student for any of the above course changes including withdrawal.

14. COURSE LOAD

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

15. ATTENDANCE

Full attendance is expected as class participation and discussion are an important part of the student's learning experience.

A student may be absent for a maximum of 6 class hours (including intensive courses) and must have prior approval from both the course lecturer and English Extension coordinator (apart from exceptional circumstances or emergency situations.) Any absence beyond 6 class hours may result in a failing grade for the course. At the course lecturer's discretion, additional assignments may be required to make up for the missed class hours. Students should be punctual in arriving at the start of each class. 3 late attendances will be counted as one absence (i.e. equivalent to missing 3 class hours).

16. COURSE REQUIREMENTS

Reading requirements per course: 1,000-1,200 pages

(as directed by the course lecturer)

Written requirements per course: 8,500-11,000 words

All courses require some form of exam as a means of objective evaluation

Assignments and other course requirements should be submitted according to the due dates given by the course lecturer. For courses taken for credit, if a student misses a class it is the student's responsibility to complete the course work assigned for the missed class session. Assignment deadlines are decided by the lecturer and post-course papers will usually be due no later than 45 days after the final class session. Late submission will result in a grade deduction as decided by the course lecturer but may see a half grade deduction per day overdue, apart from exceptional circumstances and at the discretion of the course lecturer. Failure to complete any of the course requirements (including papers, exams, and/or class presentations/reports) will reduce the student's overall grade, and may even result in failing the course.

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

context as 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 graded an 'F'; the course lecturer will report to the Academic Dean and the student will be given an oral warning.

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

Over two times: withdrawal of student 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, but 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 an 'F'.

For an 'I' or an '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 of their final grades.

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 completing the "Request for Official Transcripts" form (App. 10) and providing payment of HK\$300 per set of transcript.

21. CLASS REPRESENTATIVE

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

22. PRACTICE OF USE OF ELECTRONIC MAIL

Students are advised to use the “bcc” option when multiple recipients are addressed in electronic mail 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 organisation (the mother church or the Christian organisation at which the student is serving will be the 1st choice of the practicum field). Any exceptional circumstances will be subject to the final decision of ETS.

1. Aims of practicum:

- 1.1 To enable the student to develop deeper understanding and enhance personal experience of a (or part of a) ministry by observing the operation of the church/Christian organisation, and the role of an experienced pastor or lay-person.
- 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 to theories which he/she has learned by being involved in the actual operation or service

2. Practicum Period and commencement

2.1 Practicum period:

- a. **MCM students:** the 2-credit practicum should be carried out either
 - as one years part-time (about 4-8 hours per week, not including preparation and travelling time), starting upon the completion of six courses.
- b. **MDiv students:** the 4-credit practicum should be carried out as two years part-time (about 8-12 hours per week), i.e. starting upon the completion of ten courses.

2.2 Both lay-persons and full-time pastoral ministry staff are required to

have practicum supervision.

- 2.3 The student should register for his/her practicum according to the schedule outlined in para. 11 and make payment for 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 organisation) to discuss the practicum ministry prior to its commencement. The practicum should be compatible with the student's MCM/MDiv studies. The student should complete 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 completed by the student and the practicum supervisor during each meeting. The evaluation form (App. 4) must be submitted 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 the practicum ministry.

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

3. Completion of Practicum Ministry

A student is required to submit a 5,000-6,000 words 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 ministry and the reasons behind.
 - 3.3 A self-evaluation of one's gifts and how they relate 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 completed
 - 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

6. Fees

The cost of each practicum (credit) is HK\$1,530. The payment must be made 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 Divinity (MDiv) are required to submit a supervised thesis.
2. A student who has completed a thesis as part of the 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 the research and writing course well before starting their thesis.
4. A topic will be chosen by the student and a thesis proposal will be submitted to the Director of English Extension for approval.
5. Proposals should be submitted no later than the end of October of each year (the earlier the better in order to process the assignment of a supervisor/a reader to the 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* (8th 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. He or she must show knowledge and mastery of the content of the topic, and provide his or her own views and applications. The thesis should far more than merely a gathering of primary sources. The student should demonstrate critical interaction with these source.

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 writing a crossed cheque made payable to "Ecclesia Theological Seminary."
- c. If students would like to keep extra hard-bound copies for themselves, they should provide the necessary hard copies and pay for the extra-copy binding fee.

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)

15. 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.

16. While the copyright of the thesis belongs to the student, permission by the ETS is required if the student wishes to use the name of 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; for example, 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 the supervisor? What are the milestones to be achieved on a month by month basis (or even on a week by week basis)?

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 finish the required assignments given earlier by the supervisor (if any).
- 1.3 The student should work systematically and meet the deadlines as specified by the ETS English Extension.
- 1.4 The student should give serious attention to the advice and direction given by the supervisor, and exercise independent thinking, 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 required by ETS and should have been fully proofread for spelling and grammar before submission.

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, set 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 on the student, but should advise on the student's perceptions of and critical interaction with cited materials.
- 2.5 The supervisor should read the thesis submitted by the student in a timely manner and provide constructive suggestions especially regarding difficulties or deficiencies experienced by the student during the writing period.
- 2.6 The student should follow Turabian formatting throughout the thesis (see point 10.6 of para. 24 – Thesis Guidelines).
- 2.7 The supervisor should grade the completed thesis including the different areas required in the entire thesis writing process (see para.

3.1 that follows). The supervisor's grading will be counted as one half of the total score of the thesis.

3. The Duties of the Reader

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

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.

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

Critical Analysis & Evaluation (15%) – the thesis should demonstrate that the materials are interpreted, critically analysed and evaluated; 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 that the various strands of information and ideas are collected together in a highly coherent and intelligent manner.

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

Conclusions (5%) – conclusions should demonstrate that critical issues are raised and discussed (e.g. possible contradictions in the material).

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

4. Forms to be completed

To help students and supervisors to formalise their expectations from each other, ETS requires the following forms to be completed:

4.1 App. 6 – Thesis Supervision Commencement Form (immediately after the first meeting)

4.2 App. 7 – Thesis Supervision Form (subsequent meetings i.e. 2nd meeting – 4th meeting)

4.3 App. 8 – Thesis Supervision Completion Form (at the final meeting)

5. Each Supervision Session (suggested agenda)

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

Students and supervisors must meet at least four times. Extra supervisory 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 may apply for an extension. Extension will be granted to the student with acceptable reasons and upon consent of the supervisor and the Director of English Extension. Application for extension can be made at a maximum period of 2 years. A fee for extension of HK\$2,000 per school year will apply.

26. ETS LIBRARY IN TUEN MUN

Students of the English Extension will be issued a Student ID Card / Library Card for access to the ETS library ("Library") and borrowing of books and materials. The Library guidelines 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 during this period.)

2. Book loan requirements:

- 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. Other users (i.e. Chinese Extension students, pastoral ministry staff, etc.) may apply for a Reader's Card (with access to the Library only and without 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 one month.
- 2.4 Renewal can be made online. Overdue fine is HK\$1 per day including Saturdays, Sundays and Public Holidays with no maximum limit.
- 2.5 Reference books are not available for borrowing purposes.
- 2.6 Books for a particular course - which are reserved on the book shelf - are for students' reference purpose and use in the Library only. 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 must 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 must reimburse any expenses incurred for replacement and postage/delivery fee, and if applicable, a handling fee of HK\$100.
- 2.8 Borrowing of new books on display during the first month is not allowed.
- 2.9 All periodicals and magazines must remain in the Library.
- 2.10 Library cards are for the sole use of the students and should not be lent to others.
- 2.11 Students should not ask others to borrow books on their behalf.

2.12 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 each.

3. EBSCOhost Research Databases:

EBSCOhost is a powerful online reference system accessible via the Internet. The comprehensive database ranges from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate and school libraries. Students may contact the Administrator of English Extension for their 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. For full-time pastors, a reflection paper is required.
4. Demonstration of good conduct.
5. Payment of all course fees and 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 must fulfil all graduation requirements by mid September at the latest (i.e. submission of Thesis Paper by end August, and fulfilment 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 graduation 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 to the graduating student for their use at the graduation rehearsal/photo day (usually held on an evening in November at the ETS Main Campus in Tuen Mun), and on the day of graduation ceremony. The rented graduation robe, hood and cap must be returned to the ETS Main Campus after dry cleaning before the due date announced by ETS; otherwise, a fine will be deducted from the deposit for late returns.

29. STUDENT FEEDBACK

If a student has any comment, feedback or complaint regarding the course or other issues, he or she may relay their concerns to the Administrator of English Extension and/or the Director of English Extension for review and handling.

30. LODGING A COMPLAINT

Grade Related

If the student is not satisfied with the grade granted, he/she (the “Complainant”) can lodge a complaint to the course lecturer within 1 month upon notification of the course grade. Upon review of the complaint by the lecturer, 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 in writing 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 concerned parties will meet for an opportunity to handle 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 will be put forward. For example:
- In mild cases: recommendations will be given for improvements;
 - In serious cases, verbal warnings will be given;
 - In severe cases, written warnings or even public reprimand or discipline.
8. If the complainant finds the statement of judgement unsatisfactory, he/she can appeal to the President. If the complainant is not satisfied with the result of the appeal, he or she can make a further appeal to the Board of Governors, who will serve as the final authority in resolving the dispute.
9. Ultimately, the fundamental values in handling complaints are found in the biblical truth of Matthew 18:21-22 and Galatians 6:1-2. The Faculty aims to deal with grievances in such ways that miscommunication can be resolved, and relationships and administration can be improved.

ETS 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 on class days or examination days:
- 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 6:00 am or after	All morning classes and examinations commencing before 2:00 pm will be cancelled
at 11:00 am or after	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 commenced, 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"> i. all classes will be suspended immediately ii. all examinations will continue until the end of the examination session
When Black Rainstorm Warning Signal is hoisted	<ul style="list-style-type: none"> i. all classes and examinations will continue 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

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. The lecturer 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 Tin Kwan Lei	Acting Academic Dean & Registrar Coordinator of Library
Dr Benny W.L. Lam	Dean of Student Affairs The Director of Counselling
Rev Dr Benny Chan	Practicum Director (Main Campus) Church Relationship Director
Rev Dr Hilbert S.T. Ong	Director of the Centre for Pentecostal Studies
Dr. Vee.J. D-Davidson	Director of International Programs
Ms Susanne Tam	Secretary to the President Business Administrator Graphic Designer
Dr. Julie CO Fuentes	Coordinator of International Programs
Miss Lily Yau	English Extension Administrator International Office Administrator DMin Programme Office Administrator
Mr William K.W. Wong	I.T. Technician
Miss Marisa Ng	Librarian/Account Clerk
Miss Carrie Lo	Librarian Assistant
Miss Celia Wong	Administrative and Academic Assistant
Miss Whitney Leung	Office Assistant/ Receptionist

ETS English Extension

1. Webpage: <http://eng.ets.edu.hk>
2. E-mail: engext@ets.edu.hk ;
vee@ets.edu.hk ;
julie@ets.edu.hk
3. Tel.: 2691 1481

ETS Main Campus

1. 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@ets.edu.hk

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
Library Card (Special Students)	HK\$ 300/year	Para. 7
Fee for 3-credit course	HK\$ 4,590*	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\$ 1,530/credit	Para. 23
Withdrawal or Credit/Audit changes Fee	HK\$ 100/course	Para. 14
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

The credit transfer fee for the first six credits is HK\$300; an additional HK\$100 is required for the transfer of 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 Thesis Supervision Commencement Form
(Immediately after the first meeting)
- App. 7 Thesis Supervision Form
(Subsequent meetings i.e. 2nd meeting – 4th meeting)
- App. 8 Thesis Supervision Completion Form (at the final meeting)
- App. 9 Thesis Title Page
- App. 10 Request for Official Transcript
- App. 11 Credit Transfer Application

(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 will be used for matters pertaining to registration and future communications, such as ETS latest news on developments/activities/courses/events. If you do not wish to receive our future communications as stated, please put a tick in .
3. You may request for an 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\$4,590 (Audit Fee: HK\$1,750) [not inclusive of textbooks]

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

Payment methods – 1. Write cheque payable to “Ecclesia Theological Seminary” OR
2. By cash

Office Use
<input type="checkbox"/> copy to Main Campus

(App. 2)



**Ecclesia Theological Seminary
(English Extension)**

MCM & MDiv Practicum Ministry Commencement Form

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

1. Name of Student: _____
2. Programme: MCM/MDiv
3. Name of Church/Christian Organisation 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 serves to keep track of the practicum ministry involvements
and should be submitted together 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 should be completed twice and be 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): Additional sheets of paper may be used to cover the above items more comprehensively.

Remarks (2): Practicum should be carried out for a minimum period of one-year of 4-8 hours per week for MCM students, and a minimum period of two-year 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. 1st Practicum Evaluation Form received on: _____
(dd/mm/yyyy)

3. 2nd 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)

(App. 6)



**Ecclesia Theological Seminary
(English Extension)**

MCM & MDiv Thesis Supervision Commencement Form

*(This form should be submitted to the Academic Dean by the student
immediately after the FIRST meeting between 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 Completion Form

*(This form should be submitted to the Academic Dean by the student
after the LAST meeting between the supervisor and the student)*

1. Name of Student: _____ Programme: MCM/MDiv

1. Name & title of Supervisor: _____

2. Date, time & location of ____ 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. 9)



**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 2017

(App. 10)



**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 will be used for matters pertaining to registration and future communications, such as ETS latest news on developments /activities /courses /events. If you do not wish to receive our future communications as stated, please put a tick in .
3. You may request for an 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/organisation # 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 following:

* Correspondence Address: _____

Institution/organization:

Name of Institution/Organisation: _____
Address: _____
Attention to: _____ Set(s): _____
Name of Institution/Organisation: _____
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 the following address

Ecclesia Theological Seminary, 22 Tuen Fu Road, Tuen Mun, N.T., Hong Kong (Attn: English Extension)

Payment methods – 1. Write cheque payable to “Ecclesia Theological Seminary” OR
2. By cash

*** Office Use *** Received: HK\$ _____ Cash/Cheque & Cheque Number: _____
Handled by: _____ Date: _____ (dd/mm/yyyy)

(App. 11)



**Ecclesia Theological Seminary
(English Extension)
Credit Transfer Application**

Personal Information

Last Name: _____ First Name: _____
Middle Name: _____ Student ID: _____
Contact No.: _____ Email Address: _____

Programme Enrolled

- Master of Christian Ministry
 Master of Divinity

Credit Transfer from

* Name of Institution: _____
Programme: _____

No. of Credits Transferred: _____

* please make arrangement with the institution to send your original transcript directly to the following:

Ecclesia Theological Seminary
22 Tuen Fu Road
Tuen Mun, N.T.
Hong Kong
Attn: Academic Office

Credit transfer application fee: HKD 300 (first 6 credits)

A credit-transfer fee of HK\$300 is required for the transfer of the first 6 credits; thereafter, an additional HK\$100 is required for the transfer of each additional credit. Please send this application form, together with a cheque made payable to "Ecclesia Theological Seminary", to Ecclesia Theological Seminary with the above details.

Signature of Student: _____ Date: _____

For Office Use Only

- Cheque received on: _____ Cheque no.: _____
 Original transcript received on: _____

Signature of Academic Office: _____ ETS's Stamp:
Date: _____