



Instructions for Applying to the ThM/DMin/PhD Peace Studies Program

- **Use English** – You must complete the application forms and all accompanying documents in English.
- **Deadline** – Application papers should be received by **Dec 15, 2018** in order to be considered for the **2019** cohort (work begins **February**, first courses **July 2019**). To have your application fully considered, all forms, documents, transcripts must be received by the Admissions Office of International Graduate School of Leadership.
- **Notify Karl Dortzbach** – by email confirming you are in the process of applying: KDortzbach@igsl.asia
- **References** – Decide who to ask to be your references - people who know you well (but *no relatives*). The basic Application for Admission form (pg 4) explains the four people you need for references: a leader over you, two peers, and an academic leader. Obtain their permission, then prepare & give a “General Reference Form” to all but the academic leader. To the academic reference give the “Academic Reference Form.” Prepare the forms:
 - a. Print your name at the top of the form in the blank provided
 - b. Check one of the two authorization options (*note*: waiving your right usually helps them be more honest).
 - c. Sign and date the form at in the space provided.
 - d. Prepare a stamped envelope addressed to the Office of Admissions, IGSL (see address below). Have your references scan & email them; then mail the hard copy form to IGSL. Do not handle them yourself.
- **Transcripts** – Right away contact all previous colleges, universities, and seminaries you attended to have them send official transcripts directly to the Admissions Office, IGSL (see address below). To speed your application process, also scan & send your student copy of your transcript to Helen Ramos: HRamos@igsl.asia
- **Application Steps** – After requesting Transcripts and References, then complete & send the following in order:
 1. “Application for Admission” form completed with a 5x5 cm. (2x2 in.) recent, colored photo attached and a non-refundable Application Fee of US\$ 50.00. *Complete this form and send it in first.*
 2. “Biographical Information Essay” written. Write the first page on ministry letterhead. See form.
 3. “Academic Paper” in English, 4,000+ words (about 14 pgs if double spaced, 12 pt font, 1 inch margins), showing library research (sources, bibliography), thoughtful/critical analysis. Previously written is OK. Preferably on a biblical theme; or social/psychological or peace related topic. (Note the audience, date, academic expectation)
 4. “Doctrinal Survey” form completed and “Statement of Faith” form signed
 5. Proof of English proficiency – either a TOEFL score of 550 paper (213 computer, 79-80 admin) or more;

If English is not your first language

 OR the IELTS overall band 6.5 or more with minimum each band 6.0;
OR an IGSL English Proficiency Test (EPT) score of 85 or more.

To arrange to take the IGSL English Proficiency Test (EPT) contact the Admissions Office by email Admissions@igsl.asia or by phone (632) 454-4546 to 49; or (632) 984-1210

OR provide “English Proficiency Verification” form filled out by the educational institution where you completed your previous masteral degree(s). See the downloadable form.
 6. “Medical Form” completed by your medical doctor.
 7. “Sponsorship Commitment Form” completed by your sponsor(s). Note: choose the form that relates to the program you prefer at this point (**ThM**, **DMin**, or **PhD**). *If needed, another can be filled out later.*

Send all materials to: Admissions Office – ThM/DMin/PhD in Peace Studies
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
QCCPO Box 1495, Quezon City, MM 1100 PHILIPPINES

- **If you are *LATE* sending in Application Forms** - speed the forms to us the quickest way possible. Let us know by email how they are coming. *The fastest options are listed first; the slowest are listed last:*

1. **Scan** the completed forms & transcripts, then attach digital files to an **email**. Have references do the same.
Send to "ThM/DMin/PhD Peace Studies" Karl Dortzbach KDortzbach@igsl.asia CC Helen Ramos HRamos@igsl.asia
2. OR **Fax** forms, transcripts, and references to us in Manila: 632-984-1954
3. OR use a **courier service** to send forms, transcripts, references to :

ADMISSIONS OFFICE – DMin/ThM-PhD in Peace Studies
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
12 Daisy Road, Sauyo,
Novaliches, Quezon City, MM 1116 PHILIPPINES
Phone: 632-984-1210 or 632-984-1217

4. OR use **postal mail** to send forms, transcripts & references to:

ADMISSIONS OFFICE – DMin/ThM-PhD in Peace Studies
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP
QCCPO Box 1495, Quezon City, MM 1100 PHILIPPINES

Options for Sending Application Fee

1. Make check payable to "IGSL"
2. Paying online or by
bank transfer (email and ask
Karl Dortzbach for information)

FINANCES – *Please be aware that though we are able to offer some scholarship help to selected individuals, we generally cannot promise this to anyone until after the full cohort of program participants is accepted.*

DMin PROGRAM - BUDGET ESTIMATES (round numbers)

	Participants from Two-thirds world (DEVELOPING) countries (most Asian, African countries)	Participants from other (DEVELOPED) countries (incl Australia, N Zealand N.America, Singapore, etc.)
Estimated Total =	<u>Approx US\$ 8,900</u>	<u>Approx US\$ 12,900</u>
Tuition (39 sem credits)	\$3,700	\$6,700
*Books (10 courses + diss)	\$1,000	\$1,000
Lodging & *Meals (IGSL)	\$3,000	\$3,000
Fees (applic, activity, lib/admin, field educ, continuation, graduation)	\$1,200	\$2,200
Year 1 (three courses + practicum = 10.5 credits; application, library/admin, activity fees; *books; lodging and *food)		
Subtotal	US\$ 2,100	US\$ 3,100
Year 2 (three courses + practicum = 10.5 credits; library/admin, activity fees; *books; lodging and *food)		
Subtotal	US\$ 2,000	US\$ 3,000
Year 3 (three courses = 9 credits; library/admin, field educ. fees ; *books; lodging and *food)		
Subtotal	US\$ 2,000	US\$ 2,900
Year 4/5 (one course + dissertation = 9 credits, dissertation committee; library/admin, **continuation, graduation fees; *books; lodging and *food)		
Subtotal	US\$ 2,800	US\$ 3,900

Notes: * Rough estimate: number & cost of Books per course vary widely; Food per indiv. varies
**Program continuation fee = \$75/sem during dissertation writing; est. three sem after proposal, may be longer

Does not include round trip travel expenses, pocket money, or medical expenses.

Itemized invoices can be sent to sponsors each year.

Make checks payable to "International Graduate School of Leadership"

ThM PROGRAM - BUDGET ESTIMATES (round numbers)

	Participants from Two-thirds world (DEVELOPING) countries (most Asian, African countries)	Participants from other (DEVELOPED) countries (incl Australia, N Zealand N.America, Singapore, etc.)
Estimated Total =	<u>Approx US\$ 7,300</u>	<u>Approx US\$ 10,700</u>
Tuition (33 sem credits)	\$3,100	\$5,600
*Books	\$ 800	\$ 800
Lodging & *Meals	\$2,400	\$2,400
Fees	\$1,000	\$1,900
Year 1	(three courses + practicum = 10.5 credits; application, library/admin, activity fees; *books; lodging and *food)	
Subtotal	US\$ 2,100	US\$ 3,100
Year 2	(three courses + practicum = 10.5 credits; library/admin, activity fees; *books; lodging and *food)	
Subtotal	US\$ 2,000	US\$ 3,000
Year 3/4	(three courses + thesis = 12 credits; thesis committee; library/admin, field educ., **continuation, graduation fees ; *books; lodging and *food)	
Subtotal	US\$ 3,200	US\$ 4,600

PhD PROGRAM - BUDGET ESTIMATES (round numbers)

	Participants from Two-thirds world (DEVELOPING) countries (most Asian, African countries)	Participants from other (DEVELOPED) countries (incl Australia, N Zealand N.America, Singapore, etc.)
Estimated Total =	<u>Approx US\$ 11,700</u>	<u>Approx US\$ 17,400</u>
Tuition (60 sem credits)	\$5,300	\$9,800
*Books	\$1,400	\$1,400
Lodging & *Meals	\$3,600	\$3,600
Fees	\$1,400	\$2,600
Year 1	(three courses + practicum = 10.5 credits; application, library/admin, activity fees; *books; lodging and *food)	
Subtotal	US\$ 2,100	US\$ 3,100
Year 2	(three courses + practicum = 10.5 credits; library/admin, activity fees; *books; lodging & *food)	
Subtotal	US\$ 2,000	US\$ 3,100
Year 3	(3 courses + PhD practicum = 12 credits; library/admin, field educ. fees; *books; lodging & *food)	
Subtotal	US\$ 2,200	US\$ 3,300
Year 4	(3 courses + PhD practicum = 12 credits; library/admin; *books; lodging & *food)	
Subtotal	US\$ 1,800	US\$ 2,800
Year 5/6	(1 course + proposal + dissertation = 15 credits; dissertation committee; comprehensive, library/admin, **continuation, graduation fees; *books; lodging & *food)	
Subtotal	US\$ 3,600	US\$ 5,100

Notes: * Rough estimate: number & cost of Books per class vary widely; Food per indiv. varies
 **Program continuation fee = \$75/sem during thesis/dissertation writing; est. 2 or 3 sem after proposal, may be longer

Does not include round trip travel expenses, pocket money, or medical expenses.

Itemized invoices can be sent to sponsors each year.

Make checks payable to “International Graduate School of Leadership”

Acceptance, Ongoing Evaluation, Candidacy and Graduation

When your application papers to the joint program are complete, they will be considered at the next admissions committee meeting for the program. We will notify you of the committee's decision. We are happy to answer questions about the application process and admissions decision.

Acceptance and Evaluation

All applicants received into this joint degree program are accepted provisionally. The first year of course and practicum work is an evaluation year. Full acceptance into the program is based upon:

- Completing all work in a timely and effective manner (e.g., meeting deadlines, quality work)
- Commitment to the learning process required in the program (e.g., class involvement, skill practice)
- Demonstrating required baseline maturity/relational competencies (e.g., teamwork, flexibility, humility)
- Meeting administrative requirements (e.g., complete all application requirements, settle program related financial commitments, maintain a satisfactory grade point average: DMin = B; ThM & PhD = B+).

NOTE: This joint program is a part time, modular, non-residential program. If you are admitted, you will find pursuing an advanced degree while continuing to carry ministry responsibilities a major challenge. We will help you communicate with your family and employer/directors to gather commitments needed to be sure you have adequate time to fully benefit from your studies. Their backing and support of your studies is a critically important part of evaluating your ability to complete one of the degree programs. So, it is important to let your family, church, and ministry organization know of your desire to pursue this program and to pray with you about God's leading.

Candidacy

All program participants who are fully accepted will be part of the joint DMin/ThM-PhD program. As they progress, we will evaluate and discuss their gifting, competencies, development, and ministry calling/goals. Based on these factors, along with the previous degrees a participant holds, and requirements from his/her ministry context, recommendation will be made as to which degree the participant should pursue to completion.

Thus, a person may finish the program with a degree different from what he/she intended at the beginning.

This matter is assessed on a case by case basis. It should be noted that the prerequisite degree for the DMin is an MDiv (or equivalent – possibly an MA with additional study/training and experience). The prerequisite degree for the ThM or PhD may be the MDiv or an adequately strong MA.

Entrance to the PhD track will be based upon a re-affirmation process in which a participant's support network is asked to affirm support for the participant's continuation in the PhD program. This occurs in the third or fourth year of the program. (See next page for more information)

Another crucial time for assessing a program participant's progress is before degree candidacy. A fully accepted program participant must be granted candidacy before he/she can pursue work on the respective thesis or dissertation. General candidacy requirements include:

- Completing all prerequisite requirements and all work related to the core courses.
- Maintaining a GPA of B or better for the DMin program, of B+ or better for the ThM & PhD programs.
- Approval of the program committee based on assessment of the program participant's character, spiritual development, skill development, and academic ability. Competency exams may be involved.
- Meeting all financial responsibilities in a timely manner.
- Approval/recommendation/support from the participant's family, ministry/organization and church to complete the work for the degree.

Candidacy for completing the PhD degree also involves passing comprehensive competency exams.

Diploma/Degrees Offered

A program participant will graduate with only one degree and cannot receive two degrees.

The **ThM degree** (33 semester credits) - meets the needs of those who anticipate teaching in undergraduate or masters level contexts. Their thesis literature research helps them to upgrade their teaching and writing as they explore in more depth a focused area of biblical peacemaking. This degree fits those whose ministry leadership role does not require a doctorate, or who cannot continue on to the required doctoral level field research and dissertation writing.

In lieu of a thesis, a ThM program participant may take a second elective course (3 credits) and prepare a major paper for one of the electives courses taken. That paper must be of a publication worthy standard in an academic journal. After feedback and alteration, the participant will submit the paper for publication.

If a participant pursuing the PhD is not able to pass the related competency evaluations, comprehensive exam, or finish the dissertation; or a DMin participant is unable to complete the dissertation . . . consideration will be given for the possibility of completing work for the ThM degree with a thesis or publishable paper.

The **DMin degree** (39 semester credits) - meets the needs of those whose primary calling is in high level leadership of pastoral ministry, parachurch ministry, or NGO work. Their dissertation research is focused on applying peacemaking theory and qualitative research skills to practical ministry problems. This degree enhances their impact as peacemakers and as trainers of peacemakers.

The **PhD degree** (60 semester credits) - meets the needs of those teaching at the masteral or doctoral level, or those who are high level practitioners needing enhanced credibility in government, community, or ministry representation. Further content mastery and skill development are combined with original qualitative research and academic writing for the dissertation. This degree equips participants to be thought leaders, practitioners, and influencers in their various fields of service.

The **Diploma** - If a program participant satisfactorily completes core course work and exhibits baseline ministry competency, but for various reasons cannot finish a degree, consideration may be given for granting a “Graduate Diploma in Peace Studies” in place of a degree. Those reasons may include not meeting the GPA requirements for candidacy, and/or not satisfactorily completing the required competency exams, and/or not satisfactorily completing a publishable paper or thesis or dissertation for the degree.

Entering the PhD program (ThM or DMin Continuation Options)

Application to the PhD program – After the course work for the third block (year) of courses, a joint program participant may apply to the PhD program. Consideration will be given to the participant’s GPA (looking for an A- minimum), previous degree work, evidence of mature character & effective relational/ministry skills, timely completion of course work, ministry gifting/competencies, ministry goals, adequate financial support, and family/ministry re-affirmation.

Waiving the Thesis and/or DMin Dissertation – Joint program participants who have been accepted into the PhD track waive the ThM thesis (or publishable paper) and/or the DMin dissertation. They continue on with PhD coursework in the fourth and fifth years and take the Field Research course. The PhD research process fills up the fifth and sixth years. (The estimated cost for finishing the total PhD degree this way is noted above. The PhD does not “build on” the previous degrees but builds on the common core courses just like each degree. Thus, we do not add additional PhD costs on to the ThM or DMin costs but figure them separately.)

Previous ThM degree - If, however, the ThM degree is completed and the graduate then later desires to pursue the PhD, he/she must complete the Research Methods 2 course. Two degrees will not be granted, so the ThM degree must be forfeited in order to be awarded the PhD degree. (The final cost for the PhD will be different in this case.)