



# ASIA GRADUATE SCHOOL OF THEOLOGY-PHILIPPINES

Hosted by the **International Graduate School of Leadership (IGSL)**

(formerly named the International School of Theology - Asia)

Mail: QCCPO Box 1495-1154 Quezon City, 1102 Philippines • Location: 12 Daisy Rd. Sauyo, Novaliches, Quezon City, 1116 Philippines  
Tel. No: (632) 454-4546 to 50; 984-1221 • Fax No: (632) 454-4552 • E-mail Address: [admissions@glg-igsl.org](mailto:admissions@glg-igsl.org)

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

- **Use English** – You must complete the application forms and all accompanying documents in English.
- **Deadline** – Before your application can be considered all the forms, documents and transcripts must be received by the Admissions Office of International Graduate School of Leadership. All application materials must be received by **Dec 5, 2010** in order for you to be considered for the May/Oct 2011 classes and second cycle cohort.
- **Notify Steve Hobson** – by email confirming you are in the process of applying: [Steve.Hobson.IGSL@gmail.com](mailto:Steve.Hobson.IGSL@gmail.com)
- **References** – Right away decide who you will ask to be your references. Choose people who know you very well. Obtain their permission then prepare and give one “Reference Form” to each person. Prepare the form by:
  - a. Printing your name at the top of the form in the blank provided
  - b. Checking one of the two authorization options.
  - c. Signing and dating the form at in the space provided.
  - d. Preparing a stamped envelope addressed to the Office of Admissions, IGSL (see address below) so your references can send their forms directly to IGSL.
- **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).
- **Application Forms** – Begin with the *Application for Admission* and send it in first, then do the rest.
  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” submitted. Written in English, not less than 4,000 words, showing library research, thoughtful/critical analysis. Preferably it is one that was previously written on a biblical, social/psychological, or peace related topic.
  4. “Doctrinal Survey” form completed and “Statement of Faith” form signed
  5. “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.*
  6. “Medical Form” completed by your medical doctor
  7. Proof of English proficiency – either a TOEFL score of 550 paper (213 computer, 79-80 internet) or more;  
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@glg-igsl.org](mailto:admissions@glg-igsl.org) or by phone (632) 454-4546 to 50; or (632) 984-1221

OR provide “English Proficiency Verification” form filled out by the educational institution where you completed your previous masteral degree(s). See downloadable form.

8. Send all materials to: Admissions Office – DMin/ThM-PhD in Peace Studies  
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP  
QCCPO Box 1495-1154  
Quezon City, MM 1102 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 "DMin/ThM-PhD Peace Studies" [Steve.Hobson.IGSL@gmail.com](mailto:Steve.Hobson.IGSL@gmail.com) , copy to [tlicerio@glg-igsl.org](mailto:tlicerio@glg-igsl.org)
  2. OR **Fax** forms, transcripts, and references to us in Manila: 632-454-4552
  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: 632-984-1221
  4. OR use **postal mail** to send forms, transcripts & references to:
 

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Quezon City, MM 1102 PHILIPPINES

**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 cohort of program participants is assembled.*

**DMin PROGRAM - BUDGET ESTIMATES** (round numbers)

	<b>Participants from Two-thirds world (developing) countries</b> (most Asian, African countries)	<b>Participants from other (developed) countries</b> (incl Australia, N Zealand N.America, Singapore, etc.)
<b>Estimated Total =</b>	<b><u>Approx US\$ 6,800</u></b>	<b><u>Approx US\$ 10,200</u></b>
Tuition (39 credits)	\$2,700	\$5,500
*Books	\$1,000	\$1,100
Lodging & *Meals	\$2,500	\$2,500
Fees	\$ 600	\$1,100
<b>Year 1</b> (three courses + practicum = 10.5 credits; application, library/internet, activity fees; *books; lodging and *food)		
Subtotal	US\$ 1,600	US\$ 2,300
<b>Year 2</b> (three courses + practicum = 10.5 credits; library/internet, activity fees; *books; lodging and *food)		
Subtotal	US\$ 1,600	US\$ 2,200
<b>Year 3</b> (three courses = 9 credits; library/internet, field educ. fees ; *books; lodging and *food)		
Subtotal	US\$ 1,500	US\$ 2,100
<b>Year 4/5</b> (one course + dissertation = 9 credits, dissertation committee; library/internet, **continuation, graduation fees; *books; lodging and *food )		
Subtotal	US\$ 2,100	US\$ 3,600

**Notes:**

- \* Rough estimate: number & cost & shipping of books per class vary widely; food per indiv. varies
- \*\*Program continuation fee = \$50/sem during dissertation writing; est. two sem, may be longer

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

*Itemized invoices will be sent to sponsors each year.*

Make checks payable to "International Graduate School of Leadership"

## ThM PROGRAM - BUDGET ESTIMATES (round numbers)

	<b>Participants from Two-thirds world (developing) countries</b> (most Asian, African countries)	<b>Participants from other (developed) countries</b> (incl Australia, N Zealand N.America, Singapore, etc.)
<b>Estimated Total =</b>	<b><u>Approx US\$ 5,700</u></b>	<b><u>Approx US\$ 8,500</u></b>
Tuition (33 credits)	\$2,300	\$4,500
*Books	\$ 800	\$ 900
Lodging & *Meals	\$2,100	\$2,100
Fees	\$ 500	\$1,000
<b>Year 1</b>	(three courses + practicum = 10.5 credits; application, library/internet, activity fees; *books; lodging and *food)	
Subtotal	US\$ 1,600	US\$ 2,300
<b>Year 2</b>	(three courses + practicum = 10.5 credits; library/internet, activity fees; *books; lodging and *food)	
Subtotal	US\$ 1,600	US\$ 2,200
<b>Year 3/4</b>	(three courses + thesis = 12 credits; thesis committee; library/internet, field educ., continuation, graduation fees ; *books; lodging and *food)	
Subtotal	US\$ 2,500	US\$ 4,000

## PhD PROGRAM - BUDGET ESTIMATES (round numbers)

	<b>Participants from Two-thirds world (developing) countries</b> (most Asian, African countries)	<b>Participants from other (developed) countries</b> (incl Australia, N Zealand N.America, Singapore, etc.)
<b>Estimated Total =</b>	<b><u>Approx US\$ 8,500</u></b>	<b><u>Approx US\$ 13,200</u></b>
Tuition (60 credits)	\$3,800	\$7,600
*Books	\$1,300	\$1,500
Lodging & *Meals	\$2,600	\$2,600
Fees	\$ 800	\$1,500
<b>Year 1</b>	(three courses + practicum = 10.5 credits; application, library/internet, activity fees; *books; lodging and *food)	
Subtotal	US\$ 1,600	US\$ 2,300
<b>Year 2</b>	(four courses + practicum = 13.5 credits; library/internet, activity fees; *books; lodging & *food)	
Subtotal	US\$ 1,800	US\$ 2,600
<b>Year 3</b>	(four courses + practicum = 15 credits; library/internet, field educ. fees; *books; lodging & *food)	
Subtotal	US\$ 1,900	US\$ 2,800
<b>Year 4</b>	(three courses + practicum + dissertation = 21 credits; library/internet, *books; lodging & *food)	
Subtotal	US\$ 2,000	US\$ 3,200
<b>Year 5/6</b>	(dissertation committee; library/internet (2), **continuation, comprehensive, graduation fees)	
Subtotal	US\$ 1,200	US\$ 2,300

**Notes:** \* Rough estimate: number & cost & shipping of books per class vary widely; food per indiv. varies  
\*\*Program continuation fee = \$50/sem during thesis/dissertation writing; est. two sem, may be longer

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

*Itemized invoices will be sent to sponsors each year.*

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# 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+).

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 an 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.

Another crucial time for assessing a program participant's progress is before degree candidacy. A fully accepted program participant must apply for and 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.

Entrance to the PhD track will be based upon application to the PhD program after the second year block courses, and upon successful completion of the core academic and practicum work to date at a high level (GPA of A- or better). Candidacy for completing the PhD degree requires a GPA of B+ and 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 it 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 masters 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 course work and exhibits baseline ministry competency, but for various reasons cannot finish the 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 second block of courses are completed, a joint program participant may apply to the PhD program. Consideration will be given to the participant’s GPA (looking for A- ), previous degree work, evidence of ministry skills, timely completion of course work, ministry gifting/competencies, and ministry goals.

**Waiving the Thesis or DMin Dissertation** – Joint program participants who have been accepted into the PhD track may waive the ThM thesis (or publishable paper) and the DMin dissertation. They must take the second Research course and may continue on with the PhD coursework in the third and fourth years, then the PhD dissertation in the four and following years. (The estimated cost for finishing the PhD degree this way is noted above. We do not add the PhD costs to the ThM or DMin costs.)

**Previous ThM degree** - If, however, the ThM degree is completed and the graduate then desires to pursue the PhD, he/she must complete the Research Methods II 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.)