



**OLIVET UNIVERSITY**  
**ZINZENDORF SCHOOL OF DOCTORAL STUDIES**

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**PH.D. HANDBOOK**

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**2023 - 2024**

Zinzendorf School of Doctoral Studies<sup>2024)</sup>  
Doctor of Philosophy in Global  
Theological Studies Handbook (2023-  
2024)



Olivet University  
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## INTRODUCTION

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Welcome to the Ph.D. Program of Zinzendorf School of Doctoral Studies (ZSDS), Olivet University. We were founded to advance Christian leadership training for the purpose of global missions. As the name of the program reveals, Count von Zinzendorf and the Moravian movement of the 18<sup>th</sup> Century serve as our historical model for Olivet University and its Ph.D. Program. Three of their essential commitments also us:

- Commitment to personal and global transformation by the power of the Gospel of Jesus Christ.
- Commitment to Christian community, identified by worship, prayer, and sharing of resources.
- Commitment to the Great Commission service, bringing "Good News" to the nations through evangelism, church planting, and social transformation.

Just as Zinzendorf and his Herrnhut followers carried the Gospel to every continent of the world, surrounded this enterprise with a prayer movement and linked their evangelical theology to vibrant spirituality, so Olivet's Ph.D. Program is focused on raising up and equipping a new generation of leaders and educators from among all nations for the nations.

This handbook is designed to provide orientation to participants in the Doctor of Philosophy program, **especially regarding the Dissertation Phase**. It contains the requirements, policies and procedures of the program. The Ph.D. Handbook reflects the latest actions of the Ph.D. Committee of the Zinzendorf School of Doctoral Studies (ZSDS) of Olivet University as of the publication date and should be regarded as a supplement to the Zinzendorf School of Doctoral Studies Catalog. The catalog may be accessed at [olivetuniversity.edu/resources](http://olivetuniversity.edu/resources).

## THE PH.D. PROGRAM OVERVIEW

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### *Vision Statement*

The Ph.D. Program is embedded in the overall mission statement of Olivet University, which is to train ministry bound men and women as biblical scholars and leaders, and to equip them with the practical skills to preach the Gospel effectively into and after the 'network generation' – thus priming them to revolutionize the world through Christian mission.

### *Mission Statement*

The mission of the ZSDS Ph.D. Program is to train equip and empower mission focused innovative thinkers, educators and leaders from all six continents to be key agents of gospel transformation among all the nations of the world.

### *Program Objectives*

The ZSDS Ph.D. program seeks to be **mission focused**, contributing ideas and approaches for the advancement of the gospel worldwide; **biblically based**, developing new concepts that flow out of the gospel narrative and are gospel centered; **academic sound**, producing materials of high academic quality; **a movement catalyst**, generating a global gospel movement through empowering transformational leaders.

We are looking to train and equip **key leaders from each continent** within and outside the Olivet Movement to be key agents of transformation. We are looking to shape future educators, strategic thinkers and influential leaders.

We are looking to produce **new, innovative, biblically sound and academic credible ideas, approaches, models and materials** for reaching the world with the gospel of Jesus Christ. We are looking to **establish a think tank** for innovative, global engagement of the gospel.

### *Program Overview*

The Ph.D. Program is a hybrid, borrowing from some of the best elements of North American and European doctoral models. The methodologies used, include: personal supervision, collaborative learning and Individual studies.

- During the duration of the studies, each student will work with a Supervisor, who will be assigned by the Ph.D. Committee soon after being admitted. The Supervisor will guide the student through the Preparation Phase of the program. He or she will oversee the progress in the program, and oversee and participate in the Comprehensive Oral Examination which completes the first phase. For the Dissertation Phase, an Advisor will be appointed by the Ph.D. Committee to advise and oversee the Dissertation Phase of the program. He or she will also supervise and participate in the defense of the dissertation, which will lead to the completion of the program. It is possible that the same person could serve as both Supervisor

and Advisor.

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- Collaborative learning consist of formal courses and seminars which are offered onsite as part of an annual colloquium, as well as online courses and seminars. This collaborative learning facilitates peer relationship and peer learning. It also enables the professor to devote considerable time to guiding and mentoring students in their field of studies.
- Independent studies consist of topic related studies, which include directed readings, writings and presenting academic papers for seminars and publications, student teaching, preparation for the oral exam, development of a prospectus and the writing of a dissertation.

The program requires the completion of 60 units (credits). 45 units will be earned in the Preparation Phase through the successful completion of required courses and seminars as well as independent studies. 15 units will be awarded for the successful completion of the dissertation.

The main campus of the ZSDS is located at the San Francisco Campus of Olivet in Mill Valley. Both Olivet, which has many campuses, and ZSDS are international in orientation and focus. Students and faculty are from every part of the world. The focus of the ZSDS program is accordingly on global theology, not just that of the western world.

Meeting the admission requirements indicates that the student is believed to be qualified to complete the required number of credits with a grade of at least B-. Upon successful completion of the Preparation Phase and then a comprehensive Oral Examination before a committee, the student begins supervised research and writing in the Dissertation Phase.

This is both a full-time as well as part time program. The students are expected to remain in continuous enrollment for the entirety of the course of study. As a full time student the program should be able to be completed in 3 to 4 years. However, many will take longer. **The maximum allowable time for completion is 8 years.** This depends on student's level of academic preparation, aptitude and time devoted to the program while enrolled.

### **Area of Study**

Ph.D. programs in theological and religious studies normally offer a range of academic fields such as Old Testament or History of Christianity. ZSDS has chosen to focus on one broad field of study, reflecting the global outreach of Olivet, namely Global Theological Studies. The program has a strong cross-cultural emphasis. With a student body and faculty from and with experience from other than North America and Europe, our area of allows for the study of broad spectrum of topics. We use a variety of approaches that are explored from a cross-cultural and multi-national perspective. Understanding contextualization and its principles as they relates to theology, missiology, history, pastoral care, etc are at the core of this program.

### **Program Goals**

Graduates of the Ph.D. in Global Theological Studies will be expected to:

- Be conversant with some of the global issues in theological and missiological studies;
- Have a grasp of research methodologies for their particular areas;

- Demonstrate sensitivity to cultural and ethnic diversity with the need for appropriate contextualization;
- Conduct original research to produce a coherent and cogently argued dissertation that makes an original scholarly contribution

### **Admission to the Program**

Olivet University welcomes an application from any academically qualified person who desires to study in a spiritually disciplined atmosphere, and who is in agreement with the doctrinal position, ethical standards, educational philosophy, and goals of the school. Olivet University does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, scholarship, and loan programs. Prospective students interested in applying to the ZSDS Ph.D. Program should complete an application, available upon request from Olivet University's Office of Admissions or on the Internet at [apply.myolivet.com](http://apply.myolivet.com). **Full details on the admission requirements and procedures are to be found in the official ZSDS Catalog, chapter two.** Information on the costs of the program is also in that chapter. The catalog is accessible at [olivetuniversity.edu/resources](http://olivetuniversity.edu/resources).

### **Program Leadership**

The Ph.D. Program, along with the Doctor of Ministry program, is overseen by the ZSDS Doctoral Council, which serves on behalf of the ZSDS faculty and the Board of Trustees of Olivet University. The Director of the Ph.D. Program working together with the Ph.D. Committee, a sub-committee of the ZSDS Doctoral Committee, administers the Ph.D. program. The Ph.D. Committee meets as needed to oversee the program, usually monthly. It acts on completed applications to the program to decide who will be admitted. It approves applications for independent studies. It approves dissertation prospectuses, designate advisors and then evaluate the dissertation upon completion. It is responsible for working with the program director in making policy decisions involved with administering the doctoral program.

Ph.D. Committee decisions are implemented by the Director, Dr. Mark Wagner, and the Assistant Director, Dr. Creig Marlowe, and the Administrative Assistant, Dr. Kathy Tran. Communications to the Ph.D. Committee are addressed to Dr. Tran. Once an Advisor has been appointed for students in the Dissertation Phase, communications normally come through the Advisor rather than directly from the student. Until then, the administrative staff is responsible for monitoring student programs to be sure appropriate progress is being made.

#### Current Leadership

- Director – William Mark Wagner, Ph.D.
- Assistant Director – W. Creighton Marlowe, Ph.D
- Ph.D. Committee Members:

Dr. Don Tinder

Dr. Ray Joseph Tallman

Dr. Mark Wagner

Dr. Bill Wagner  
Dr. Matthias Gebhardt, *ex officio*  
Dr. Creig Marlowe  
Dr. Joseph Jongwon Lee

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## **Program Structure**

The program is broken down into two phases: The Preparation Phase and the Dissertation Phase.

**Preparation Phase** includes

- o Seminars, Courses, Independent Studies
- o Annual Colloquia
- o Comprehensive Oral Exam

Full details on this phase are given in chapter six of the official ZSDS Catalog including the names, descriptions, and registration numbers for the courses, seminars and the colloquia as well as any independent studies. **Access the Catalog at [olivet.university.edu/resources](http://olivet.university.edu/resources).**

**Dissertation Phase** has these steps

- o Thesis Proposal
- o Prospectus
- o Dissertation
- o Dissertation Defense
- o Graduation

Full details on this phase are given in this Handbook. **See below.**

## **Time Limit**

The Ph.D. program must be completed within **eight (8) years** after formal acceptance into the program. All requirements for the degree program must be completed within set time limits after the student's first term of enrollment in his/her program. If a student fails to complete the program within the time limit, he/she will be considered to have withdrawn, unless permission to extend is granted. Re-application is required to be considered for re-admission to the program.

## **Student Appeals to Extend the Time Limit for the Degree**

When each student is assigned a dissertation advisor, he and his advisor will discuss his potential graduation date. If at any time in the dissertation phase the projected date of graduation falls after the eight years, the student, through his or her advisor should appeal with explanation to the Ph.D. Committee for an extension.

**Approval:** The student will be notified, through the Advisor, of the Ph.D. Committee's approval of the extension and the details. The student then must agree, in writing, to the terms of the extension. **Denial:** If the committee denies the appeal, the student will be notified, through the Advisor, as soon as possible. The student may appeal to the Olivet University Academic Dean for



reconsideration and the dean's decision is final. 2024)

### **Advanced Standing and Transfer Credit**

Advanced standing and transfer of credit may be granted at the time of admission to the Ph.D. program. The student will submit a request for advanced standing and/or transfer of credit. The Ph.D. Committee will make this determination as a part of the admission process.

Advanced standing may be granted based on the following two categories:

- Without credit – the applicant will be exempt from some elements of study, but not reducing the total number of academic credits required for the degree.
- With credit – by reducing the number of academic credits required for the degree. Advanced standing must be determined by appropriate written and/or oral assessment that applicants have the knowledge, competence, or skills that would normally be provided by the specific academic units for which they have been admitted with advance standing. This standing cannot be granted on the basis of ministerial or life-experience or the content of undergraduate work. If advanced standing is granted with credit on the basis of appropriate evaluation, not more than one-half of the total academic credits required for the Ph.D. may be granted on this basis.

Transfer of credit may be granted a student if the credits earned in another institution were eligible and completed with the a grade of “B –” or better in a Ph.D. – level program of studies recognized by an accrediting body and are equivalent to the credits required for the Ph.D. degree at Olivet University. If transfer of credit is granted by the Ph.D. Committee, not more than half of the units required for the Ph.D. degree may be granted on that basis.

### **Doctoral Oral Examination**

The Oral Exam marks the culmination of the Preparation Phase and, if successfully passed, leads to the Dissertation Phase.

It requires completing the 45 units during the Preparation Phase that were acquired at ZSDS or by transfer. (Currently, holders of a D.Min. degree may apply for up to ten units.) The Ph.D. Committee will name an Examination Committee to conduct the Oral Examination at a time and place to be agreed upon. This committee is chaired by a Ph.D. Committee member and has at least two other members from the faculty including the student's Supervisor. The chairman submits in writing the results of the examination. For the Registrar, the code RSCH 900 is used to record the Oral Examination.

The examination will draw from the contents of the various completed units of the program and from a Portfolio containing various samples of the student's best work, and also key topics from the specific field of research chosen by the student.

All students who take this examination receive a “Certificate of Doctoral Studies” recording what they have done. Those who pass are granted permission to transition into the Dissertation Phase.

For those who do not pass, one re- examination, administered six to twelve months later, may or may not be granted upon written application to the Ph.D. Committee.

**The student must proceed to the Oral Exam within five years of entering the program.**

Only exceptional and unanticipated circumstances would permit the Ph.D. Committee to grant a one or two year extension after a written request, with full explanation, from the student is submitted through his or her advisor. The advisor will add his or her recommendation.

## **Dissertation Phase Details**

Upon completion of the Preparation Phase with the successful passing of the Oral Doctoral Examination, the student officially enters the Dissertation Phase. In this phase, he or she will submit a Thesis Proposal, then a Prospectus and write and defend a dissertation on a topic associated with global theology. Upon a successful defense, the student will be able to graduate. Entry into this phase is recorded with the Registrar as RSCH 980 Prospectus.

### ***Thesis Proposal***

After passing the Oral Doctoral Examination the student submits to the Ph.D. Committee for approval a preliminary title, subject, thesis, the basic approach and methodology as well as potential available sources to be used for the dissertation. (Do not confuse this with the longer and later Prospectus.) This must be done within at least six months of entering the Dissertation Phase, preferably sooner.

Upon the proposal's acceptance the Ph.D. Committee assigns the student to an Advisor from the faculty, usually one from whom the student has taken some seminars and independent studies during Preparation Phase. The Advisor supervises the student's research and writing of a dissertation on a topic related to global theological studies. If necessary, a Co-Advisor with complementary expertise is also appointed. The dissertation must demonstrate the student's ability to do independent and original research and thereby making a valid and original contribution to scholarly literature. If a student decides to modify an approved thesis subject, written notice with explanation is to be submitted through the Advisor for the Ph.D. Committee's approval.

### ***Prospectus***

Once the student has received the approval for his topic and been assigned an Advisor, the student will work on and submit his or her Prospectus. After doing the initial research, posing the problems that the research will explore, stating the thesis, determining the outline and decided about the content and methodology, he or she must submit this Prospectus to the Ph.D. Committee as soon as possible. Note that this is quite distinct from the initial topic approval. It would normally be at least six months after the appointment of the Advisor, but not more than twelve months.

The Prospectus should:

- State what the subject is and why it is important to devote a dissertation to it
- Summarize what has previously been written
- Give indication of new contributions that can be anticipated

- Clarify the methodological approach that will be taken
- Contain an outline, a brief explanation of the structure, and a short description of content and significance of every section and sub-section (but not the sub-sub sections).
- Give a preliminary bibliography
- Be about 10 pages long, plus the bibliography

The Prospectus is given through the Advisor to the Ph.D. Committee. The committee approves or suggests revision of the Prospectus. These suggestions are sent to the Advisor, who is responsible to communicate them to the student. Should the student make substantive changes to the proposal, he or she will need to resubmit it to the Ph.D. Committee through the Advisor.

The student is to provide the Advisor with regular (at least twice yearly) updates of the Prospectus as to development and documentation. The Advisor is likewise to keep the Ph.D. Committee informed of the student's overall progress. During the research and writing, the student is to modify the proposal from what he or she 'will do' to what he or she 'has done.' The end result is to be a description of the dissertation (something intermediate between the prospectus and the summary). This 'updated prospectus' is to be turned in when the student notifies his or her intention for graduation. It will be used for external reader recruitment.

Once the Prospectus is accepted by the Ph.D. Committee, the student is recorded with the designation RSCH 990 during the first academic year in the Dissertation Phase and then RSCH 992, 994, 996 as needed in the subsequent years until finished.

#### The role of the Advisor

- The Advisor supervises the research for and the writing of the dissertation.
- He or she receives successively the concept (subject and title), an account of intended approach, a preliminary outline, the proposal, and the entire dissertation, *chapter by chapter*.
- The Advisor is to give critical remarks and methodological instructions. He may suggest additional research and reading and insist on improvement of spelling and style. The student should then revise the work taking into account these remarks.
- The Advisor is not to correct or rewrite paragraphs. Specific suggestions of correction should only be exemplary. The dissertation work must remain the work of the student.
- All initiatives for progress on the writing of the dissertation is the responsibility of the student.

#### Role of the Co-Advisor

- It is the decision of the Ph.D. Committee whether a Co-Advisor is to assist the Advisor in the supervision of the work.
- A Co-Advisor will be involved when the subject matter of a dissertation goes beyond the area of expertise of the Advisor.
- It is the Advisor who has the final responsibility. The Co-Advisor should not share his remarks directly with the student but rather give his or her input to the Advisor who can then, after possibly screening or annotating them, share them with the student. It is very important that a student gets one integrated reaction as two or more separate sets of remarks may cause confusion.

- If there is a no Co-Advisor, a second reader from inside the faculty will be appointed.

#### Role of the Third Reader

- When the student notifies the Ph.D. Committee of his or her intent to graduate, the Committee will appoint a third reader from outside the faculty.
- He or she will evaluate the dissertation and share his or her remarks with the Advisor who can then, after possibly screening or annotating them, share them with the student. It is very important that a student gets one integrated reaction as two or more separate sets of remarks may cause confusion.

The Advisor(s) and the assigned reader(s) are to submit written reports to the Ph.D. Committee. This is to be done within two months of their receipt of the provisional dissertation. These reports are strictly confidential for the use of the Ph.D. Committee and whomever they share them with. The reports should first, by way of summary, contain a short overall evaluation, and then go on to comment on the dissertation chapter by chapter taking into account the following aspects:

- The original contribution of the dissertation beyond the given state of research,
- The adequacy of the methods used,
- The mastery of primary sources as well as the international scholarly literature
- The cogency of the argument developed and the correctness of style and form.
- The report may also indicate if it is thought that the dissertation is unacceptable (perhaps unless significant improvements) or, conversely, if it is outstanding enough to be considered "cum laude."

#### Role of the Ph.D. Committee

- To approve the dissertation topic, the Prospectus, and any changes to the overall direction of the dissertation.
- To give advice requested by the Advisor or Co-Advisor throughout the course of research and writing.
- To carefully read the provisional dissertation.
- Together with the examining body of professors at the dissertation defense come to an agreement whether or not to award the doctoral degree to the student, and if it is outstanding enough to be awarded "cum laude"

#### The Dissertation

The dissertation must be a major piece of independent scholarly research in some field of global theological studies, enhancing knowledge beyond the actual state of research in the given area.

Topic and scope of the dissertation must be restricted and clearly defined. The problem which needs to be solved by way of academic research must be explicitly defined in the introduction, and the appropriate methods and logical steps to solve it need to be stated clearly.

A dissertation should concisely demonstrate awareness of the current state of research on the topic

as well as of the latest relevant literature and state it concisely. It should go from there to the argument, and not dwell at length on matters already covered satisfactorily by others.

A dissertation must show ability to precisely handle the appropriate methods in the chosen field of research. The student has to work with the relevant sources, and must diligently document the use of primary and secondary sources. One cannot make claims without substantiation.

The dissertation must be in English, or another language in which the student and Advisors(s) are fluent. If the dissertation is written in a language other than English it must be approved by the Doctoral Council.

The dissertation should normally be between 200 and 300 pages in length plus footnotes, bibliography and appendices.

### Style

The style of the writing must be clear, professional and grammatically proper. It should follow the conventions of academic literature that are found in international scholarly journals and monographs.

Students must follow the latest edition of Turabian on matters of style and format not specifically addressed in this manual.

Kate L. Turabian et al, ***A Manual for Writers of Term Papers, Theses and Dissertations***. 9th ed. (Chicago: University of Chicago Press, 2018).

Two useful guides to the Turabian method applied specifically to academic writing in religion and theology and from an international perspective are:

Lawrence D. McIntosh, ***A Style Manual for the Presentation of Papers and Theses in Religion and Theology*** (WaggaWagga NSW Australia: Center for Information Studies, Charles Sturt University: 1995)

Nancy Jean Vyhmeister, ***Quality Research Papers for Students of Religion and Theology***. 4<sup>th</sup> ed. (Grand Rapids, MI: Zondervan, 2020)

If the student is writing the dissertation in another language then the accepted form used in that country can apply to this dissertation. Permission to use another form must be obtained from the Doctoral Committee.

### The Use of Primary and Secondary Sources

These sources are the basis for Ph.D. research. Their nature and the methodology with them will vary widely with the topic, as does the length of discussion justifying their selection. Primary sources are either original documents, the recorded results of one's own investigations or direct information from a person who is the object of study.

Secondary sources are (usually documented) references by others to such primary sources. Primary as well as secondary sources must be identified in such a way that they can be traced by the reader. In a dissertation, a student must use all primary sources that are relevant to the research and accessible. Use of secondary sources is appropriate:

- If the primary source is not accessible,

- To identify the source whenever arguments or information are obtained from it,
- To inform the readers about opponents and supporters of a certain opinion;
- When the source provides opinions or arguments that need to be challenged.

### Research in Other Languages

All relevant sources in a dissertation must be processed in their original language. E.g. where patristic opinion is studied, it will be necessary to make use of the patristic texts (especially the writings in Latin or Greek) in the original languages. Requirements may be less strict when a dissertation does not involve a detailed study of patristic writings, but a more synthetic overview of opinion about a certain topic. It is acceptable to make use of translations of literature in a language in which the student is not fluent.

However, when dealing with a very particular statement the student needs to check the wording in the original text when:

- The editor of a translation signals different possible interpretations;
- The translations contradict each other;
- The student feels uncertain about the rendering in the translation;
- The precise wording of a phrase or statement is important for proving the student's point.

A student should include in the research the directly relevant scholarly literature in the main European languages (English, German, and French). Interaction with literature in other languages is not only desirable but it is also indispensable particularly if the subject is pertinent for researchers within that specific language area.

### Bibliographical Description in Notes and Bibliography

Students must follow the latest edition of 'Turabian' for their notes and bibliography.

Turabian offers two fundamentally different ways of referencing: Footnotes Style and Text Reference Style. Either is permissible, so long as the Advisor agrees and it is used consistently. Slight variations to Turabian's guidelines are permitted, provided that consistency is kept. For dissertations written in languages other than English the student must confer with the Advisor on any modifications to be made to Turabian so as to conform to academic style in that language.

### Details for parts of the dissertation

#### Title Page

The title page of Olivet dissertations must be in English and adhere to the model provided in Appendix (...).

If it is in a language other than English, the student is to add a second title page in the language of the dissertation. The title "Translation of the Title Page" then goes on the English title page.

Internal or external readers should not be mentioned on the title page, only promoters, co-promoters or adjunct-promoters.

The Title Page should give the month and year that the dissertation is submitted NOT the

date of the graduation. 2024)

### Abstract

A half page 'Abstract' in English should be provided both bound at the beginning of the dissertation and on separate pages.

An extra 'Abstract' in another language (the language of the dissertation or the language of the culture in which the student is working) is optional.

### Table of Contents

The table of contents must include reference to all levels, except when a table of contents is printed at the beginning of each chapter. In that case the general table includes only one or two levels.

### Preface

A preface is a short address to the reader, in which reference can be made to situational information that is not directly related to the method or the content of the dissertation.

### Footnotes

Footnotes are used to:

- Acknowledge sources even if not directly quoted unless the alternate reference style is used.
- Further explain the meaning or setting of data, if supplying this information in the body text would reduce the readability;
- List authors holding to an opinion described in the body text.
- Footnotes must always be brief, concise, and to the point. If more extensive additional material is needed, this should be offered in an appendix.
- The numbering of footnotes starts again at the beginning of each new chapter. Endnotes are not allowed.

### Introduction

- States the problems;
- Limits the subject;
- Formulates the thesis that will be defended;
- Traces the history of research of the subject and outlines the present range of opinion;
- Demonstrates the timeliness of this study;
- Describes the methods that were followed and shows their suitability;
- Gives an account of the presuppositions that are held.
- Reflects on the position of the researcher in relation to the subject of
- Research. (Is the author an insider or an outsider, a participant or an observer, etc?)

### Bibliography

All literature that is used in the dissertation, and consequently referred to in the notes, must be listed in the bibliography. Works that have not contributed directly to the

realization of the dissertation need not be included. However, they may also be listed in the event that the author still wants to show that he or she is aware of certain works but has (presumably) decided they do not contribute.

Works that were in no way consulted should not be listed or at least not without the giving of an explanation.

### Summary

A 'Summary' in English of ca. 5 pages, single spaced, must be submitted both for binding at the end of the dissertation and separately. It should contain a clear account of the research done, the difficulties that have been encountered and the methodological approach that has been taken.

An extra 'Summary' in another language (the language of the dissertation or the language of the culture the candidate is working in) is optional.

This summary will be distributed to all members of the theological faculty along with the announcement of the intended graduation.

### Intention for Graduation

At least nine months before an intended graduation, the student, through the Advisor, notifies the Ph.D. Committee, along with the "updated proposal". Upon receipt of the notice, the Doctoral Committee seeks an outside reader. This notice also indicates that the student plans to submit the provisional dissertation no later than six months before the intended graduation.

### Submission of Provisional Dissertation

A CD with the dissertation in a single PDF file is to be submitted to the Ph.D. Committee along with a written statement giving the consent of the Advisor(s) at least six months before the intended graduation,

The Title Page should give the month and year that the dissertation is submitted NOT the date of the graduation.

At this time a third outside reader will be appointed by the Ph.D. Committee.

The Advisor, the Co-Advisor and a third outside reader will read and evaluate the dissertation. At least one of the assigned readers needs be from another faculty outside of Olivet.)

The doctoral administrator will send copies to the readers (one which needs to be from another faculty) as well as to all members of the Ph.D. Committee.

These readers then have two months to read the dissertation and submit their reports.

The Advisor(s) and the assigned reader(s) are to submit written reports to the Ph.D. Committee. These reports are strictly confidential for the use of the Ph.D. Committee and whomever they share them with.

The reports should first, by way of summary, contain a short overall evaluation, and then



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go on to comment on the dissertation chapter by chapter taking into account the following aspects:

- The original contribution of the dissertation beyond the given state of research,
- The adequacy of the methods used,
- The mastery of primary sources as well as the international scholarly literature
- The cogency of the argument developed and the correctness of style and form.
- The report may also indicate if it is thought that the dissertation is unacceptable (perhaps unless significant improvements) or, conversely, if it is outstanding enough to be considered “cum laude.”

The committee, based on these reports will either give a go ahead for the dissertation defense or recommend the student to withdraw from the program rather than face probable rejection of the dissertation at the defense.

The provisional dissertation is returned to the student through the advisor with any recommendations for corrections or improvements.

#### Submission of Final Dissertation

After receipt of the provisional dissertation with recommendations, the student has two months to make improvements and then submit the final copy. This would then be two months before the intended graduation. If the final copy is not ready, then the original intended graduation date will be postponed so that two months is allowed for the Ph.D. Committee to prepare for the defense.

An oral defense before representatives of the faculty is scheduled.

The final copy is to have the title page dated with the month and year of the defense.

A separate copy of the Summary and Abstract in English is to be given with it.

On a separate sheet, the student is to indicate adequately any and all changes that were made between the provisional and the final submission. This allows the Advisor(s) and the Ph.D. Committee to check the revised dissertation without having to read through it in it's entirety. Only changes in content or arrangement need to listed, not mere spelling or other trivial corrections.

The Ph.D. Committee will grant permission for the secretary to have copies made and distributed as directed by the committee.

#### Dissertation Defense

An oral defense before representatives of the faculty is scheduled after final Dissertation is submitted (two months prior to graduation). (Ideally some defenses will take place at the annual colloquium, so that newer students could see what a defense is like.)

#### Oral Presentation

In a maximum of 30 minutes the student presents the thesis of his or her dissertation. It is to be a presentation of the central contribution and a concise argumentation rather

than a mere summary of the dissertation. This presentation must be in English.

### Questioning, Opposition, and Defense

After the presentation questions will be asked by the faculty. These questions may be simply asking for additional information or clarification. However, it is also allowed to ask questions reflecting an opposing view or concern about overlooked data or interpretations.

The student answers the questions as briefly as possible, referring to the dissertation as appropriate and justifying omissions or controversial interpretations.

### Deliberation

After the defense, the examining body retreats for a deliberation. The evaluations by the assigned members of the examining body are taken into account and summed up by the presiding officer.

### Grading and Honors

The grading procedures for doctoral graduations involve three possibilities:

- **Not acceptable.** However, usually the student would *not* have been scheduled for graduation if the Doctoral Council had reason to think this the likely result.
- **Acceptable.** The degree is to be conferred. The requirements for a Ph.D. dissertation are fully met. This is an honorable result. However, Olivet reserves the right to require some improvements before authorizing publication as it stands.
- **Cum laude.** The degree is publicly conferred “with honors.” The dissertation is an exceptionally distinguished work. It should be published as it stands or with only minor corrections. (Note that Olivet does not grant higher honors; “cum laude” itself is to be a rare recognition.)

In making its decision as to the grade, the examining board considers that the dissertation in its final form is worth four-fifths and its oral defense is worth one-fifth. The written views of assigned readers who were not able to be present may be taken into consideration.

## The Final Dissertation

### Format and Binding

Once the Dissertation has been approved it needs to be formatted and bound.

The student needs to make 5 copies. One for the Ph.D. Committee, one for the advisor, one for the co-advisor, one for Olivet Library and one personal copy for the student.

The student is responsible to make sure that the technical requirements are fully met. He may check this by sending a few sample pages for verification.

The text must be typed, single spaced, <sup>2024)</sup> on one side and on A4 or 8.5x11" size for the copies to be made.

Only the name of the author and the title may be printed on the spine.

Blank pages require a blank insert.

Inserts are to be counted but not numbered.

The cover is identical to the title page.

### Copyright and Publication of the Dissertation

Copyright remains with Olivet, although the graduate is normally urged to have the dissertation published as soon as possible in one or more ways. However, before granting permission to do so, the Ph.D. Committee may require that some changes be made. Therefore, the graduate must submit a request in writing to the Doctoral Committee and indicate any changes made since the graduation and to inform the Committee as to who has agreed to publish or to whom it will be submitted for consideration.

### Graduation

#### Requirements for Graduation

Olivet University will confer the Ph.D. degree on students who have met the requirements for graduation as outlined in the Ph.D. Handbook, have been recommended by the ZSDS Doctoral Council, and are approved by the Board of Trustees.

To graduate the participant must

- Satisfactorily complete the 60 units of doctoral work of which 15 units are for the dissertation.
- Maintain a cumulative grade point average of 3.3
- Be in good standing with ZSDS, Olivet University, and with all bills paid.
- Complete an acceptable and approved Dissertation, which has been successfully defended.
- Must complete a Request To Graduate and schedule the Dissertation Final Defense by the deadlines.
- Must receive approval to graduate after successfully defending his or her Dissertation, which is administered by the Advisor and the Ph.D. Committee.
- Complete all degree requirements within the 8-year time limit, unless explicitly extended on application to the Doctoral Committee. A "continuation fee" would be required.

After passing the defense the student is hooded at the graduation. (For more information about Olivet University Graduation see the Olivet Student Handbook)