

**Note to the reader:**

The following handbook contains all the current regulations governing doctoral programmes at AIU. It also contains other material of a descriptive nature. To make it easy to find them, the actual regulations are indented and numbered.

These regulations have not yet all been approved by the Senate and Governing Council of AIU, and are therefore provisional in nature. Nevertheless, they are the regulations being used by the Doctoral Studies Office and by the Doctoral Programmes to govern their activities.

# **AFRICA INTERNATIONAL UNIVERSITY DOCTORAL PROGRAMMES STUDENT HANDBOOK**

## **Doctoral programmes at AIU**

Africa International University is committed to offering doctoral level programmes that are of high academic quality and that make a real contribution to the life of the church and society in Africa. All programmes take an interdisciplinary approach.

Currently, three programmes are offered, leading to 6 different degrees:

Biblical Studies and Translation Studies Programme (BTS), leading to a PhD in Biblical Studies or a PhD in Translation Studies

Intercultural Studies Programme (ICS), leading to a PhD in Mission Studies, a PhD in World Christianity, or a PhD in Islamic Studies

Doctor of Ministry Programme (DMin), leading to a Doctor of Ministry degree

There are three schools within AIU: the School of Professional Studies (SPS), Nairobi Evangelical Graduate School of Theology (NEGST), and the Institute for the Study of African Realities (ISAR). In keeping with the interdisciplinary nature of doctoral level studies at AIU, the BTS and ICS programmes are offered jointly by more than one department. These departments may be in different schools.

The BTS programme is jointly run by the Biblical Studies Department of NEGST and the Translations Studies Department of SPS.

The ICS programme is jointly run by the Missions Department of NEGST and the World Christianity Centre of NEGST.

The DMin Programme is run by ISAR.

All doctoral programmes at AIU fall under the oversight of the Doctoral Studies Committee, which reports directly to Senate. The Doctoral Studies Committee is chaired by the Dean of Doctoral Studies, who reports to the Deputy Vice Chancellor for Academic Affairs (DVCAA).

Each programme in turn is under the oversight of a Programme Committee, which reports to the Doctoral Studies Committee. The Programme Committee is chaired by the Programme Director, who reports to the Dean of Doctoral Studies. The regulations governing the administrative structure of the doctoral programmes are printed in an appendix to this handbook.

## **STRUCTURE OF THE PROGRAMMES**

Each programme consists of two stages: a seminar cycle and a dissertation or project cycle. During the seminar cycle, the student has the status of PhD or DMin Student. During the dissertation or project stage, the student has the status of PhD or DMin Candidate.

Continuation in a programme after admission is never automatic. Students must demonstrate continual competence and improvement in order to remain in the programme. Each programme has established standards which must be maintained. If a student fails to remain in good academic or moral standing, his/her registration may be revoked.

Admission to the dissertation or project cycle is also not automatic. Each programme has sets of criteria which must be filled for a student to “advance” to the candidacy stage.

During the dissertation or project cycle, the candidate is guided by a Primary Supervisor as well as one or more Associate Supervisors.

The process of writing the dissertation or conducting a project culminates in a formal examination. After successfully passing the examination, and fulfilling all other requirements, the candidate will be awarded the appropriate degree.

There is a seven-year limit, from the time of registration, on the completion of any AIU doctoral degree.

# **1 General regulations**

## ***1.1 Structure of doctoral programmes at AIU***

### **1.1.1 Doctoral Studies Committee**

All doctoral programmes are under the oversight of the Doctoral Studies Committee, which itself reports to the Senate of the University.

### **1.1.2 Departments and Centres**

Programmes are sponsored by departments and centres. Departments and centres sponsoring a specific programme may belong to different schools. Each Programme is run by a Programme Director together with a Programme Committee.

### **1.1.3 Use of tuition money**

#### ***1.1.3.1 University overhead***

Each Programme is run using 50% of the tuition fees. The other 50% is used by the university for overhead. In the latter 50% is to be included (i) all salaries; (ii) use of office and classroom space; (iii) utilities.

#### ***1.1.3.2 Programme share***

Included in the 50% allotted to the programme is, amongst other things: (i) retreats and trips; (ii) office supplies; (iii) local travel; (iv) honoraria, travel, and local costs (lodging, food) for visiting scholars and instructors; (v) payment for supervision of dissertations; (vi) payment to dissertation examiners; (vii) travel of the Dean of Doctoral Studies for doctoral studies affairs; (viii) capital investments in library and classrooms.

## ***1.2 Doctoral Studies Committee***

The Doctoral Studies Committee (DSC) exercises general oversight over all doctoral programmes of AIU. It reports to the Senate of AIU.

### **1.2.1 Membership**

- a. The membership of the DSC is as follows:

Dean of Doctoral Studies (chair)  
Directors of Programmes  
Heads of Departments and Directors of Centres which sponsor doctoral programmes

- b. The DSC may co-opt members for limited purposes. A co-opted member will serve for a limited period which must be specified by the DSC.

## 1.2.2 Functions

In addition to the functions of the DSC listed below, the Senate may request the DSC to carry out additional functions.

### 1.2.2.1 *Approving regulations*

The DSC must approve (i) all general regulations governing doctoral programmes, and (ii) all specific regulations governing individual programmes. The DSC is free to create and change regulations as long as they remain within the policy guidelines established by the Senate. The DSC will seek to harmonize regulations insofar as possible. New regulations or changes to existing regulations may be proposed to the DSC by the Programme Committees of the individual programmes. Normally the DSC will not approve a regulation concerning a specific programme unless it has been previously approved by the Programme Committee concerned.

### 1.2.2.2 *Changes to curricula*

The DSC must approve changes to the curricula of doctoral programmes. Such changes must be recommended by the Programme Committee of the programme.

### 1.2.2.3 *Admissions*

Admission to a doctoral programme is normally approved by the Programme Committee of the programme concerned. However, in any case where the applicant does not satisfy one or more criteria for admission and yet the Programme Committee wishes to admit the applicant, the matter must be referred to the DSC. The DSC shall follow the policies established by the Senate in making a decision on such an application.

### 1.2.2.4 *Budgets*

The DSC must approve (i) the budget of the Doctoral Studies Office, which is proposed by the Dean of Doctoral Studies; (ii) the budgets of all doctoral programmes. The budget of each programme is proposed by its Programme Committee.

### 1.2.2.5 *Policy recommendations*

The DSC may recommend changes in policies relevant to doctoral programmes to the Senate.

### 1.2.2.6 *Appeals*

Doctoral students or doctoral candidates may appeal a decision of their Programme Committee to the DSC, and may appeal a decision of the DSC to Senate.

### ***1.3 Dean of Doctoral Studies***

#### **1.3.1 Appointment**

The Dean of Doctoral Studies (DDS) is appointed by the Vice Chancellor (VC). He reports directly to the DVCAA of the university. He also submits a report to the DSC every time it meets.

#### **1.3.2 Reporting**

The Directors of Programmes report to the DDS.

#### **1.3.3 Chair of DSC**

The DDS chairs the Doctoral Studies Committee.

#### **1.3.4 Examination committee**

On the recommendation of the Programme Committee, the DDS appoints dissertation examiners. The DDS chairs dissertation examination committees.

#### **1.3.5 Budget**

The DDS proposes the budget for the Doctoral Studies Office to the DSC for approval. Once approved, the DDS transmits the budget to the administration of the University. The DDS also submits budgets for each doctoral programme to the administration of the University. These budgets must be approved by the respective Programme Committees and by the Doctoral Studies Committee.

#### **1.3.6 Development of new programmes**

The DDS is responsible to work with the Deans of Schools and with departments and centres to develop new doctoral programmes.

#### **1.3.7 Research and writing**

The DDS is expected to be actively engaged in research and writing.

### ***1.4 Programme Committees***

Each Programme Committee (PC) provides general oversight for its doctoral programme.

#### **1.4.1 Chair**

The Programme Committee is chaired by the Programme Director.

#### **1.4.2 Membership**

The membership of the Programme Committee is as follows:

Programme Director (chair)

Heads of Departments and Directors of Centres of sponsoring departments and centres

Specific programmes may have additional members on their PC (see descriptions of specific programmes below).

1.4.3 Minutes

Copies of minutes of PC meetings are sent to the Dean of Doctoral Studies and are kept on file by the Doctoral Studies Administrative Assistant.

1.4.4 Curriculum

The PC proposes changes to the curriculum in consultation with the sponsoring departments and centres. Such changes must be approved by the Doctoral Studies Committee.

1.4.5 Scheduling

The PC may make changes to the schedule of its programme.

1.4.6 Regulations

The PC proposes changes to the regulations of its programme to the Doctoral Studies Committee, which must approve any changes.

1.4.7 Admissions

The PC approves admissions to its programme.

1.4.8 Visiting scholars

The PC approves visiting scholars for its programme.

1.4.9 Dissertation supervisors

The PC approves dissertation or project supervisory committees for its students. The Programme Director issues letters of appointment, and informs the Dean of Doctoral Studies of the appointments.

1.4.10 Dissertation examiners

The PC approves dissertation examiners. The nominees are forwarded to the Dean of Doctoral Studies, who issues letters of appointment.

1.4.11 Programme budget

The PC approves the budget of the programme, which is then submitted to the Dean of Doctoral Studies.

1.4.12 Changes to fee structure

The PC approves changes to the fee structure. Such changes must be approved by the Doctoral Studies Committee and by the Administration of the University.

1.4.13 Complaints and appeals

The PC may receive complaints concerning the conduct of the programme from programme faculty or students. Students may

appeal decisions of the programme faculty, concentration coordinators, or the Programme Director to the PC.

### ***1.5 Programme Directors***

The Program Director (PD) is responsible for the running of the Programme with the help of the Programme Committee.

#### **1.5.1 Appointment**

The Programme Director is appointed by the Vice Chancellor.

#### **1.5.2 Chair of Programme Committee**

The Programme Director chairs the Programme Committee.

#### **1.5.3 Assistance from the Doctoral Studies Office**

The PD may request the Dean of Doctoral Studies for assistance from the Doctoral Studies Administrative Assistants for any administrative matters.

#### **1.5.4 Budget**

The PD proposes a budget for the programme to the Programme Committee.

#### **1.5.5 Dissertation and project supervisors**

The PD proposes dissertation and project supervisory committees to the Programme Committee.

#### **1.5.6 Dissertation examiners**

The PD proposes dissertation examiners to the Programme Committee.

## **ADMISSIONS**

### ***ELIGIBILITY***

To be admitted to an AIU doctoral programme, an applicant must hold a MA or MDiv degree from an institution recognized by AIU. Beyond the mere possession of a degree, the applicant must have a high cumulative grade point average in his/her MA or MDiv studies (see sections on individual programmes for details), and must demonstrate an ability for academic writing.

Because AIU is a Christian institution, applicants must demonstrate Christian maturity, high moral integrity, and current participation in Christian service.

Because pursuing a doctoral degree is arduous and demanding, applicants should also demonstrate that they are capable, competent, hardworking and determined, and that they enjoy the support of their family and church community.

## ***1.6 Admissions***

### **1.6.1 Eligibility**

Normally, to be admitted to a doctoral programme of AIU, an applicant must hold a valid MA or MDiv from AIU or from a University recognised by AIU. Each Programme also has entrance requirements specific to the programme.

All students must also fulfil all general AIU requirements for admission.

## ***PROCEDURES FOR ADMISSION***

Admission is to a specific programme. Insofar as possible, an applicant should contact the director of the programme before initiating the application process. In addition, in the PhD programmes, applications must be approved by the relevant department or centre before they can be sent to the programme committee for consideration. Prospective applicants are encouraged to contact the relevant department and to visit AIU if at all possible.

Although the applicant will be admitted to a specific programme, the actual application should be sent to the AIU Admissions Office, and not to the Director of the programme or to the Head of the Department.

The regulation admissions procedure spells out how the application is processed.

### **1.6.2 Procedure**

- a. A student applies for admission to a specific programme. Each programme has its own application form.
- b. The form and required accompanying documents are sent by the applicant to the AIU admissions office.
- c. Once there is sufficient documentation, the application dossier is sent by the admissions office to the Programme Director.
- d. After examining the dossier, the Programme Director forwards the dossier to the relevant department or centre.
- e. The department or centre examines the dossier and returns it to the PD with a written recommendation dated and signed by the Head of Department or Director of Centre stating acceptance or rejection. A decision of acceptance may be accompanied by conditions, such as completion of a degree or removal of a minor deficiency.
- f. The Programme Director seeks the approval of the Programme Committee for the decision of the department or centre. The decision of the Programme Committee must be minuted. The relevant minute is then forwarded by the Programme Director with the application dossier to the admissions office, which then informs the student of the decision and of any conditions.
- g. In cases where the Programme Committee wishes to suspend an admissions requirement in order to admit a desirable applicant, the

matter must be referred to the DSC, which may have to refer the matter to the Senate if a policy issue is involved.

## **WHAT HAPPENS AFTER ADMISSION**

After admission to the programme, the applicant must register at the time set by the university. A successful applicant will be registered as a PhD or DMin student. All programmes require the doctoral student to successfully complete several seminars (see individual programmes for details). Doctoral students are expected to work hard and to maintain a high scholarly standard.

All AIU programmes and their component seminars are run by highly committed AIU faculty. Students are urged to interact with faculty, and to be proactive in making the best use possible of the help that the university offers. Programme faculty are interested in the overall development of the student as a Christian servant and as a fellow scholar, and not just in the immediate outcome of any particular seminar.

Each programme has its own criteria for advancement to candidacy. See the regulations for each programme for details.

During the dissertation (or project) cycle, the candidate should work closely with his/her primary supervisor. As in the seminar cycle, the supervisors, both primary and associate, are vitally interested in the overall progress of the candidate as a scholar and Christian leader. Continuation in the programme is not automatic. In order to remain in the programme, the candidate must continually produce work of acceptable quality. Candidate status is routinely reviewed at the end of every term through a system of reports from both the supervisor and the candidate.

### ***1.7 Student status***

#### **1.7.1 Initial status after admission**

Students are admitted to a specific Programme. Upon admission, they are registered as PhD or DMin students.

#### **1.7.2 Continuing status**

Students who maintain good academic standing and pay their fees continue as PhD or DMin students until they have fulfilled all requirements for advancement to candidacy.

#### **1.7.3 Advancement to candidacy**

Each programme has its own requirements for advancement to candidacy. Once the student has fulfilled all requirements for advancement, he/she must apply to the programme for a change of status. The Programme Director certifies to the Registrar and the Doctoral Studies Office that the student has fulfilled all requirements. The Registrar then changes the status of the student to PhD or DMin Candidate.

#### 1.7.4 Supervisory committee

In all programmes, the student must have a supervisory committee in place before he/she can be advanced to candidacy. This committee must be approved by the Programme Committee and appointed by the Programme Director.

#### 1.7.5 Continuing status of candidates

All PhD and DMin candidate must register continuously (by year or by term, without a break) and pay fees during the duration of their candidacy. These fees may be set on a per-term or per-year basis, depending on the programme.

#### 1.7.6 Suspension and leave of absence

A student may request a suspension of studies either during the seminar cycle or the dissertation cycle. Justification for such a suspension is required. Valid reasons may include, among others, health, family circumstances, and finances. Application for suspension must be made in writing to the Programme Director. Suspension must be approved by the Programme Committee. Suspension of studies shall not normally exceed one academic year. During the period of suspension of studies, the student or candidate is not liable to pay any fees. The student or candidate will not normally receive any instruction or supervision during the period of suspension of studies.

#### 1.7.7 Return to the programme after suspension

Return to studies after a suspension of studies must be approved by the Programme Director and the Programme Committee. The student or candidate must apply in writing to the Programme Director for permission to resume studies. The student or candidate must register and pay the requisite fees in order to resume his/her status in the programme.

## **STUDENT LIFE AND CONDUCT**

Doctoral students and candidates are full members of the student body of AIU. Those who are resident in Nairobi are eligible to hold positions in the Student Council. Doctoral students also regularly participate in extracurricular activities such as sports. They are urged to participate in community life and to act as role models and leaders for the rest of the student population.

### ***ETHICS***

As is the case for all AIU students, doctoral students are held to high moral standards. Since they are already leaders in the church, for the most part, and are preparing for an even higher level of service, Christian standards of conduct are expected. Cases of moral lapse will be dealt with following the disciplinary procedures in force for all students at AIU.

High academic standards require high academic morality. Doctoral students are expected to set an example of academic integrity, and to scrupulously avoid unethical practices.

Doctoral students are also expected to serve as examples of a responsible academic life. This means attending seminars regularly, turning in work on time, and showing a spirit of cooperation in all academic activities.

## ***1.8 Student conduct***

### **1.8.1 Academic standards and integrity**

#### *1.8.1.1 Offences*

All forms of academic fraud are strictly forbidden. These include: (i) plagiarism; (ii) deliberate falsification of data or results; (iii) submitting work which is not one's own.

#### *1.8.1.2 Appeals procedures*

AIU disciplinary procedures will be followed. For academic matters, the decision of the Programme Committee or the Programme Director may be appealed to the Doctoral Studies Committee or to the Dean of Doctoral Studies. A decision of the Dean of Doctoral Studies may be appealed to the DVCAA. A decision of the DVCAA may be appealed to Senate.

### **1.8.2 Seminar cycle**

#### *1.8.2.1 Attendance in seminars*

PhD students are expected to attend all seminars in which they are enrolled unless prior permission to be absent has been obtained from the seminar instructor. While taking a seminar, a student is guaranteed access to the instructor for discussion of the student's research.

#### *1.8.2.2 Assigned work*

Students are expected to hand in all assignments on time. Late assignments may incur penalties, at the discretion of the instructor.

## **THE DISSERTATION**

[The following applies to all PhD candidates and to those DMin candidates who opt to write a dissertation. DMin candidates who choose to do a project instead should see the DMin regulations.]

The dissertation is the most important part of the doctoral programme. Satisfactory performance in the seminar cycle does nothing more than permit the student to be advanced to candidacy. No degree can be awarded unless the dissertation is successfully defended.

During the dissertation cycle the candidate is expected to work closely with his/her primary supervisor.

## ***1.9 Dissertation regulations***

An AIU doctoral dissertation must be the student's own work, and must make an original contribution to the field.

### **1.9.1 Work already submitted**

Work which has been submitted to another university in fulfilment of the requirements for a degree, or which has been submitted to AIU in fulfilment of another degree, may not be submitted in fulfilment of an AIU doctoral degree.

### **1.9.2 Supervision**

Supervision of dissertation research and writing is ensured by a supervisory committee.

#### ***1.9.2.1 Constitution of the committee***

- a. The supervisory committee consists of the primary supervisor, who chairs the committee, and one or more associate supervisors. The primary supervisor must be an AIU faculty member, though this requirement may be waived with the approval of the Programme Committee, Programme Director, and Dean of Doctoral Studies. The primary supervisor should have the rank of professor or associate professor.
- b. Supervisors are nominated by the Programme Director, approved by the Programme Committee, and appointed by the Programme Director.

#### ***1.9.2.2 Duties and rights of supervisors***

- a. Supervisors must sign an agreement regarding their duties as supervisors prior to undertaking supervision.
- b. Supervisors must be available to meet with the candidate on a regular basis, according to a schedule to be agreed on by the supervisor and candidate. A supervisor may request a meeting with the candidate at any time.
- c. Candidates may seek help and advice from any of their supervisors at any time. However, the principal guidance must come from the primary supervisor.
- d. Supervisors must be sympathetic to the candidate's research, though they are not required to agree with the candidate in all aspects of the candidate's conclusions.
- e. Except for unusual circumstances which must be justified to the Programme Director, supervisors must agree to read and respond to every submission of a chapter or part of a chapter within two weeks of receiving it from the student.
- f. The primary supervisor must submit a report on the progress of the candidate to the Programme Director at the end of every term. The

report must include the following information: (i) dates of submissions by the candidate and the dates of replies from the supervisor(s); (ii) dates of meetings held with the candidate during the term; (iii) a revised schedule for future work, agreed on by the candidate and the supervisor.

- g. Dissertation supervision is remunerated at the end of each term. Remuneration is dependent on a satisfactory report being submitted at the end of the term showing that supervision has taken place.
- h. If a supervisor concludes that his/her supervision is not satisfactory for personal, professional, or academic reasons, he/she may request to withdraw from supervision of the dissertation. The Programme Director will then recommend a replacement to the Programme Committee, and inform the Dean of Doctoral Studies of the decision of the Programme Committee.
- i. The primary supervisor must sign and submit a form granting permission to the candidate to submit his/her dissertation for examination. This form must accompany the examination copies at the time they are submitted. A signed copy of this form must be filed with the Doctoral Studies Administrative Assistant.

#### *1.9.2.3 New supervisors*

If a supervisor has never previously supervised a doctoral dissertation, the Dean of Doctoral Studies will appoint a mentor to assist in the supervisor's first experience of supervision. This mentor may be present at initial meetings between the supervisor and the candidate. He/She will review the supervision reports at the end of each term, and may add his/her comments to the report or submit a separate evaluation of the supervisory process to the Programme Director.

#### *1.9.2.4 Duties and rights of the candidate*

- a. The candidate must show continual progress, and must adhere to the schedule for the submission of work that has been agreed with the primary supervisor. The candidate is responsible to submit work of high quality. The supervisors have no obligation to read sloppy work.
- b. If two consecutive term reports show unsatisfactory progress, the candidate's status as a doctoral candidate may come under review. If the candidate's status is going to be reviewed due to unsatisfactory progress, the student must be given warning of at least one term before the decision to revoke status is entertained in the Programme Committee. Candidate status may be revoked by the Dean of Doctoral Studies upon a recommendation from the Programme Director with the approval of the Programme Committee.
- c. After every supervisory meeting with the primary supervisor, the candidate must submit a report of the meeting to the primary supervisor detailing anything that they have agreed that the candidate will do. The supervisor must agree that the report is a true record of the meeting. The supervisor must keep a file of all these

reports in case of any misunderstandings which might need to be adjudicated.

- d. A candidate may request a meeting with any of his/her supervisors at any time. Seeking help and advice from the supervisors is the candidate's responsibility. All research and writing are also the candidate's responsibility.
- e. If the candidate finds that the supervisory process is not satisfactory, he/she may request a change in supervisor. This request must be made in writing to the Programme Director. The Programme Director must obtain the approval of the Programme Committee and of the candidate's Head of Department or Director of Centre for any change. Since a change of supervisor may result in a substantial delay in the candidate's work, it should only be contemplated in the case of serious malfunction of supervision.

### 1.9.3 Procedures for submission

Each programme sets its own schedules for submission. At the time of submission of the dissertation for examination, the student must provide three soft-bound copies of the dissertation and one electronic copy in its approved form to the Programme Director. Two copies are given to the examiners. Once the dissertation is approved for oral examination, one copy of the approved dissertation must be placed on reserve in the AIU library for public perusal.

### 1.9.4 The dissertation

Each programme may impose specific requirements on the form and content of the dissertation.

#### 1.9.4.1 *Submission for examination*

- a. The candidate must obtain the permission of the primary supervisor before submitting the dissertation for examination. An Approval of Submission of a Doctoral Dissertation form signed by the primary supervisor must accompany the submitted copies.
- b. The candidate must submit at least 3 copies for examination to the Programme Director. These copies must be soft-bound. The candidate must also submit an electronic copy to the Programme Director.

### 1.9.5 Examination of the dissertation

Each dissertation is examined by an ad hoc examination committee.

#### 1.9.5.1 *Examination committee*

- a. The examination committee consists of the following members:

Dean of Doctoral Studies (chair)  
an external examiner  
an internal examiner  
the primary or an associate supervisor

a representative of the faculty

- b. The representative of the faculty must be a professor or associate professor from a department or centre other than that of the candidate. The representative is proposed by the Programme Director and approved by the Doctoral Studies Committee.
- c. Decisions of the examination committee should be unanimous. If the examination committee is unable to reach unanimity, the matter must be referred to the Doctoral Studies Committee. The decision of the Doctoral Studies Committee is final.

#### *1.9.5.2 Examination procedures*

- a. The submitted copies of the dissertation are sent to the examiners. The examiners must then submit a written report on the dissertation to the Dean of Doctoral Studies by a date agreed on with the Dean of Doctoral Studies which shall not be later than four months from the time the dissertation was submitted for examination. The primary supervisor must also submit a report to the Dean of Doctoral Studies by the same date. The reports from the examiners and the supervisor must cover the domains indicated in the document Guidelines for Examining an AIU Doctoral Dissertation. There may be additional guidelines specified by individual programmes (see relevant sections below).
- b. All reports are confidential. The candidate must not be told who the examiners are.
- c. Following reception of the reports, the Dean of Doctoral Studies convenes the examination committee to review the reports. The presence of the external examiner, though desirable, is not required at this point. The committee may then recommend one of the following:
  - (1) The dissertation requires no revisions or only minor revisions; the committee may schedule a viva voce examination.
  - (2) The dissertation requires revisions, whose verification the Examination Committee entrusts to the Programme Director. The committee must provide to the candidate sufficient information for the candidate to know what revisions are required. The candidate may request clarification concerning required revisions from the examination committee through the Programme Director. Once the student makes the revisions and the Programme Director verifies that they have been made, the committee may schedule the viva voce examination. The candidate must submit three soft-bound revised copies of the dissertation to the Programme Director for distribution to the examiners at least one month before the date of the viva voce examination.
  - (3) The dissertation requires substantial revisions and must be resubmitted for examination once these have been made. The

committee must provide to the candidate sufficient information for the student to know what revisions are required. The candidate may request clarification on required revisions from the examination committee through the Programme Director. Once the required revisions have been made, the candidate must resubmit three examination copies to the Programme Director, together with an Approval of Submission of a Doctoral Dissertation form signed by the primary supervisor.

- (4) The dissertation must be rewritten. The committee must provide the student with the reasons that rewriting is required. The candidate may request clarification from the committee through the Programme Director. The candidate must submit three copies of the rewritten dissertation to the Programme Director, together with an Approval of Submission of a Doctoral Dissertation form signed by the primary supervisor, not more than one calendar year later.

#### *1.9.5.3 Examination of a rewritten dissertation*

In cases where the dissertation has been substantially revised or rewritten (outcomes (3) and (4) of the preceding regulation), the examination will proceed as for a new dissertation: the examiners and primary supervisor must submit a written report to the Dean of Doctoral Studies by a date to be determined by the Dean of Doctoral Studies, but not later than four months after the submission of the dissertation. The Dean of Doctoral Studies will reconvene the ad hoc Examination Committee. At this second phase, the committee will make one of the following judgements:

- (1) The dissertation requires no revisions or only minor revisions; the committee may schedule a viva voce examination.
- (2) The dissertation requires only minor revision. The Examination Committee may entrust the verification of these to the Programme Director.
- (3) The dissertation fails. The unanimous decision of the examination committee is final. If the examination committee is unable to reach a unanimous decision, the matter must be referred to the Doctoral Studies Committee. The majority decision of the Doctoral Studies Committee is final. In this case, no viva voce examination is scheduled, though the Examination Committee and/or the Doctoral Studies Committee may interview the candidate if they so desire.

#### *1.9.5.4 The viva voce examination*

- a. The viva voce examination is administered by the Examination Committee, chaired by the Dean of Doctoral Studies.
- b. If the external examiner is unable to be present at the viva voce examination, he/she may send a list of questions for the candidate to the Dean of Doctoral Studies at least two weeks before the examination. The candidate must respond in writing to the questions within three days. The Dean of Doctoral Studies then transmits the candidate's responses to the external examiner, who decides if the

answers are satisfactory or not. On the basis of the written responses to the questions, the external examiner may demand further revisions. The questions and the candidate's responses will be made available to the members of the examination committee before the oral defence.

- c. Supervisors other than the examining supervisor, PhD students or candidates, faculty members, and members of the public may be admitted to the viva voce examination at the discretion of the examination committee.
- d. Immediately after the viva voce examination, the examination committee will meet to make a final decision. The committee may impose further requirements, such as further revisions, if the need for them has become apparent during the viva voce examination. The committee members sign a form which states their decision. This form is filed in the Doctoral Studies Office.
- e. After the viva voce examination, the candidate must make any revisions required by the committee. The revisions must be verified by the Programme Director.

#### *1.9.5.5 Final copies*

Once all required revisions are made, the candidate must present three unbound copies of the dissertation to the university librarian. The title page must be signed by the supervisors. The student must also submit electronic copies to the Doctoral Studies Office and to the Librarian.

#### **1.9.6 Scheduling in relation to graduation**

For graduation in July, the viva voce must take place before the end of May.

# REGULATIONS FOR INDIVIDUAL PROGRAMMES

## 2 Biblical Studies and Translation Studies PhD Programme

### 2.1 *General description*

The Department of Biblical Studies of NEGST and the Department of Translation Studies of SPS cooperate to offer the Biblical Studies and Translations Studies PhD Programme (BTS). Students in the BTS PhD Programme register as either Biblical Studies PhD students or as Translation Studies PhD students. Successful completion of the programme leads to a PhD degree in Biblical Studies or in Translation studies.

The BTS Programme comprises two phases: (i) a seminar cycle lasting two academic years, and (ii) a dissertation research and writing cycle normally lasting two years, and no more than five years.

### 2.2 *Administrative structure*

#### 2.2.1 General structure

The BTS PhD Programme is administered by a Director assisted by a Programme Committee.

#### 2.2.2 Appointment of Programme Director

The Programme Director is appointed by the Vice Chancellor of AIU, and reports to the Dean of Doctoral Studies.

#### 2.2.3 Programme Committee

The BTS Programme Committee has the following members:

- Director of the BTS Programme (chair)
- Head of the Biblical Studies Department
- Head of the Translation Studies Department

### 2.3 *Admissions*

#### 2.3.1 Eligibility for admission

##### 2.3.1.1 *Postgraduate degree*

The applicant must hold a MA or MDiv degree in Biblical Studies or Translation Studies from an academic institution recognized by the Commission for Higher Education of the government of Kenya, or by ACTEA or ICHE.

##### 2.3.1.2 *Prerequisite courses*

The MA or MDiv studies of applicants to the Biblical Studies track must have comprised at least 12 quarter credits (or the equivalent) of theology and 12 quarter credits (or the equivalent) of biblical studies. Postgraduate studies of applicants to the Translation Studies track should normally have included

courses in the following subjects: hermeneutics, exegesis, biblical theology, morphology and syntax, semantics, pragmatics, and discourse.

#### *2.3.1.3 Grade point average of MA-level work*

Applicants to the Biblical Studies track must have a cumulative grade point average for prior graduate level academic work of at least 3.3 on a 4-point scale.

Applicants to the Translation Studies track must have a cumulative grade point average for prior graduate level academic work of at least 3.0 on a 4-point scale.

#### *2.3.1.4 English*

Applicants must demonstrate proficiency in written and spoken English. Applicants whose previous university studies have not been conducted in English must submit a TOEFL score of at least 600 (paper version) or the equivalent: a TOEFL CBT (computer version) score of at least 200; a TOEFL IBT (internet version) score of at least 100; an IELTS score of at least 8; or a Cambridge Exam ranking of at least CPE.

#### *2.3.1.5 Other languages*

Applicants to the BTS Programme are required to have a working competence in both Greek and Hebrew. Students are expected to concentrate on either Hebrew or Greek. For the language of their concentration, applicants should have had at least two years of study (that is four semesters or six quarters) at the postgraduate level. For the other language, applicants should have at least one year of study (two semesters or three quarters) at the postgraduate level. All students entering the programme are required to sit exams in both Hebrew and Greek. Scores for the language of concentration are expected to be higher than for the other language.

### **2.3.2 Procedures for admission**

#### *2.3.2.1 Documents to submit*

Applicants must submit a complete application dossier to the Admissions Office. This dossier must include: (i) a completed application form; (ii) an autobiographical essay; (iii) the required references; (iv) official transcripts of post-secondary academic work; (v) MA thesis; (vi) an exegetical paper written either for the application or for previous studies; (vii) a brief dissertation proposal not to exceed one A4 page, single-spaced.

## **2.4 *Student status and advancement to candidacy***

### **2.4.1 Status**

Students admitted to the BTS PhD Programme are registered as PhD students of AIU while they fulfil the requirements for the seminar cycle of the programme. Once a student has fulfilled all requirements for advancement to candidacy, he/she is registered as a PhD candidate.

## 2.4.2 Advancement to candidacy

Students advance to PhD candidacy after having: (i) successfully completed 41 credit hours of BTS seminar courses with a cumulative GPA of 3.3 or above; (ii) successfully defended a dissertation proposal; and (iii) been provided with a supervisory committee.

### 2.4.2.1 *Dissertation proposal*

The dissertation proposal should be submitted during the third term of the second academic year of the seminar cycle, and should be defended before the end of the term. Each department may set its own requirement regarding the content and length of the proposal. Students should consult with their Head of Department for guidance. The proposal must be defended before the faculty of the student's department, with the faculty members of the other department in attendance if at all possible. The student's department makes an initial decision on whether to accept the proposal, and makes a recommendation to the Programme Committee, which makes a final decision.

### 2.4.2.2 *Appointment of supervisors*

Once the dissertation proposal is approved, the Programme Director proposes a primary supervisor and one or more associate supervisors to the Programme Committee. Upon approval by the Programme Committee, the Programme Director issues letters of appointment, with copies to the Dean of Doctoral Studies.

### 2.4.2.3 *Change of status*

When all requirements for a PhD student's advancement to candidacy have been met, the ICS Programme Director informs the Registrar and the Doctoral Studies Office, and the student's status is changed to PhD Candidate.

## 2.5 *Seminar cycle requirements*

### 2.5.1 Common seminars

All BTS PhD students follow a common curriculum of thirteen seminars for a total of 37 credit hours.

The following seminars are offered for every cohort:

- Critical Thinking and Writing (3 credits)
- Introduction to the Academic Study of the Bible (2 credits)
- Types of Dialogue between the Bible and Culture (3 credits)
- Methods for the Study of African Social Worlds (3 credits)
- Hermeneutics: Cognition and Communication (3 credits)
- Social Scientific Models and Method for Biblical Studies (3 credits)
- Theological Categories and Linguistic Conceptualisation (3 credits)
- Survey of Translation Theories (2 credits)
- Translation Practicum (3 credits)

Three seminars are offered on biblical books, which vary from cohort to cohort (9 credits).

One seminar on a Special Topic of interest and relevance to the cohort is offered (3 credits).

In addition to the above seminars, students are expected to engage in intensive study of their chosen biblical language (Hebrew or Greek) during the first quarter of the seminar cycle. They are required to sit an exam on this language, which upon successful completion is awarded 4 credits. Students failing to pass the exam at the first sitting are permitted to take the exam one more time.

During the seminar cycle, students take a study trip to Israel, which upon successful completion is awarded 3 credit hours (see below).

### 2.5.2 Special seminars

Students take one seminar on Professional Topics, for 3 credit hours. These seminars are run separately towards the end of the seminar cycle by the Biblical Studies Department for the biblical studies students, and by the Translation Studies Department for the translation studies students.

### 2.5.3 Study trips

During the seminar cycle, students take a study trip to Israel which normally lasts one month. During their stay in Israel, they follow a rigorous programme designed by a partner organization. Insofar as permitted by this programme, students are expected to make use of their time in Israel to further their dissertation research.

During the dissertation cycle, students make a library research trip of from four to six weeks to a world class library offering access to biblical studies and translation literature, such as the library Cambridge, UK. This trip does not bear any credits.

### 2.5.4 Academic performance

BTS PhD students are expected to maintain a 3.3 GPA (biblical studies students) or a 3.0 GPA (translation studies students). Failure to maintain this level of achievement may result in suspension from the programme.

### 2.5.5 Seminar papers

Student performance in seminars is primarily evaluated through a major paper. Students are expected to demonstrate quality research, good academic writing, and overall scholarly ability.

## 2.6 *Dissertation regulations*

### 2.6.1 Supervision

A BTS dissertation is normally supervised by two supervisors: the primary supervisor and an associate supervisor. In some cases, a student may have two associate supervisors. Supervisors are chosen with a view to the research interests of the students, and should have complementary strengths. At least one of the supervisors must be a full-time AIU faculty member.

#### 2.6.1.1 *Primary supervisor*

The primary supervisor must be an AIU faculty member, though this requirement may be waived with the approval of the Programme Committee, Programme Director, and Dean of Doctoral Studies. The primary supervisor normally should have the rank of professor or associate professor.

#### 2.6.1.2 *Associate supervisors*

If the primary supervisor is not a member of the AIU faculty, the associate supervisor must be a member of the AIU faculty.

#### 2.6.1.3 *Appointment of supervisors*

Supervisors must be approved by the Programme Committee. After approval by the committee, the Programme Director issues letters of appointment, and notifies the Dean of Doctoral Studies of the appointments.

#### 2.6.1.4 *Duties of primary supervisor*

The primary supervisor chairs the supervisory committee. He or she is responsible for the overall guidance of the candidate's research and writing. The primary supervisor must ensure that adequate supervision is available to the candidate throughout the dissertation cycle. He/She normally meets with the student at least once a month. Submissions of a chapter or part of a chapter by the candidate must normally be returned to the candidate with constructive criticism within two weeks after they are received by the supervisor. The primary supervisor is responsible to ensure adequate supervision of the candidate even during sabbaticals and leaves of absence. The primary supervisor must submit a report on the candidate's progress to the Programme Director at the end of each term.

#### 2.6.1.5 *Duties of associate supervisors*

The associate supervisor is expected to provide advice to the candidate whenever the candidate requests it. He/She is expected to read and comment on chapters submitted to them by the candidate. These comments will normally be copied to the primary supervisor.

### 2.6.2 Duties and rights of the candidate

#### 2.6.2.1 *Monitoring progress*

The candidate has primary responsibility for the progress of his/her research and writing. The candidate must ensure steady progress in research and writing. This progress is monitored through the reports on the candidate's progress which the primary supervisor submits to the Programme Director at the end of every term (four times a year).

#### 2.6.2.2 *Meeting with supervisors*

- a. The candidate may request a meeting with the primary supervisor, or with any of the associate supervisors, at any time.
- b. After every formal supervisory meeting with the primary supervisor, the candidate must submit a report to the primary supervisor stating the decisions

that were made concerning the contents and scheduling of work to be done by the candidate.

#### 2.6.2.3 *Dissatisfaction with supervision*

If the candidate finds that the supervision is unsatisfactory for any reason, he/she may petition the Programme Director for a change of supervisor. Since such a change may result in substantial delays, this should only be done when there is a serious malfunction in supervision.

#### 2.6.3 Dissertation

A Biblical Studies or Translation Studies doctoral dissertation should be between 200–250 A4 pages long in total (1.5 spaced). The full text, including footnotes, but excluding preliminary pages, appendices and bibliography, should not exceed 75,000 words.

The dissertation must be formatted according to the relevant sections of the *SBL Manual of Style* (Biblical Studies dissertations) or the *MLA Style Manual* (Translation dissertations).

The text must use unicode fonts. The English should use a font in the style of Times New Roman, 12 point size.

Students must maintain strict standards of consistency in formatting throughout the dissertation.

Examination copies must be printed on one side of the paper only.

The title and declaration pages must conform to the details given in the latest edition of the AIU Thesis Manual.

The abstract must be no longer than 500 words.

Acknowledgements and dedications are optional, and must be kept brief (80 words).

If an examiner so wishes, he/she may be given a soft copy for examination.

## **3 Intercultural Studies PhD Programme**

### ***3.1 General description***

- a. The Department of Missions and the Centre for World Christianity cooperate to offer a PhD in Intercultural Studies (ICS).
- b. The ICS PhD Programme offers degrees in three concentrations: (i) Islamic Studies; (ii) Missions Studies; and (iii) World Christianity.
- c. The ICS PhD Programme comprises two phases: (i) a seminar cycle, which lasts two academic years for a full-time student, and (ii) a dissertation research and writing cycle, which normally lasts two years, and no more than five years.

### ***3.2 Administrative structure***

#### **3.2.1 General structure**

The ICS PhD Programme is administered by a Director assisted by a Programme Committee and by a coordinator for each concentration.

#### **3.2.2 Appointment of Programme Director**

The Programme Director is appointed by the Vice Chancellor of AIU, and reports to the Dean of Doctoral Studies.

#### **3.2.3 Concentration Coordinators**

- a. The Concentration Coordinators (CCs) are proposed by the Director of the ICS Programme and appointed by the Dean of Doctoral Studies. They report to the Director of the ICS Programme.
- b. The Concentration Coordinators are responsible to monitor the progress of students and candidates within their concentration. Each Concentration Coordinator submits a report on the progress of the concentration's students and candidates to the ICS Programme Director at the end of each term.

#### **3.2.4 Programme Committee**

The ICS Programme Committee has the following members:

Director of the ICS Programme (chair)  
Head of the Missions Department  
Director of the Centre for World Christianity  
Concentration Coordinators

### **3.3 Admissions**

#### **3.3.1 Eligibility for admission**

##### *3.3.1.1 Postgraduate degree*

The applicant must hold an MA or MDiv degree, or the equivalent, in a relevant discipline, from an academic institution recognized by the Commission for Higher Education of the government of Kenya, or by ACTEA or ICHE. The MA or MDiv programme will normally have comprised at least two years of study.

##### *3.3.1.2 Prerequisite courses*

The MA or MDiv studies of all applicants to the ICS PhD Programme must normally have included at least the following: (i) 12 quarter credits (or the equivalent) in biblical studies, of which at least 3 quarter credits are in Old Testament studies and 3 quarter credits are in New Testament studies; (ii) 9 quarter credits (or the equivalent) in theology; (iii) 9 quarter credits (or the equivalent) in church history, including at least one course in African church history; (iv) 9 quarter credits (or the equivalent) in missiology or missions studies. Additional requirements may apply to individual concentrations. Applicants lacking any of these requirements must normally remove the deficiency prior to admission to the programme. The ICS Programme Committee may waive some of these requirements in exceptional circumstances. In some cases students with only a few prerequisite credits lacking may be permitted to take the required MA level courses during their first year after admission to the ICS programme.

##### *3.3.1.3 Grade point average of MA-level work*

The applicant's cumulative grade point average for prior graduate level academic work must be 3.3 or higher on a 4-point scale.

##### *3.3.1.4 English*

Applicants whose previous university studies have not been conducted in English must present evidence of proficiency in English. This evidence may be a TOEFL score of at least 600 (paper version) or the equivalent: TOEFL CBT (computer version): 250; TOEFL IBT (internet version): 100; IELTS: 8; or Cambridge Exam: CPE.

##### *3.3.1.5 Research languages*

Applicants must present evidence of competence in at least one language in addition to English. This may be any of the following: (i) a language to be used for field research (typically an African language); (ii) a language in which there is significant literature which is relevant to the research topic of the applicant; (iii) a biblical language. For the World Christianity concentration, the applicant must obtain the approval of the Concentration Coordinator regarding the research language.

### *3.3.1.6 Special requirements: Islamic Studies concentration*

#### **3.3.1.6.1 Islamic studies**

Applicants to the Islamic Studies concentration must have taken at least 9 quarter credits (or the equivalent) of Islamic studies at the MA level.

#### **3.3.1.6.2 Arabic language**

Applicants to the Islamic Studies concentration must pass a Classical Arabic exam which is administered by the ICS Programme.

#### **3.3.1.6.3 Field ministry**

Applicants to the Islamic Studies concentration must present evidence of having been involved in field ministry in an Islamic society for at least three years.

### *3.3.1.7 Special requirements: Missions Studies*

#### **3.3.1.7.1 Ministry experience**

Applicants to the Missions Studies concentration must present evidence of having been involved in intercultural missions for at least three years.

## **3.3.2 Procedures for admission**

### *3.3.2.1 Documents to submit*

Applicants must submit a complete application dossier to the Admissions Office. This dossier must include: (i) a completed application form; (ii) an autobiographical essay; (iii) five references that attest to the applicant's ability and preparation to do PhD level work; (iv) official transcripts of all post-secondary academic work; (v) MA thesis (see below); (vi) dissertation proposal (see below).

### *3.3.2.2 MA thesis*

The applicant must submit a copy of his/her MA thesis. The topic of the thesis must be related to the concentration for which application is being made. If the applicant's MA programme did not require a thesis, the applicant may submit a sample of published academic writing or a recent academic research paper if he/she has not published any academic work.

### *3.3.2.3 Dissertation proposal*

The applicant must submit a proposal for dissertation research, stating (i) research problems, (ii) research questions, (iii) where appropriate, a thesis statement or hypothesis, (iv) proposed research methods to be used, and (v) key bibliographical titles. The proposal must not exceed one A4 page, single-spaced (excluding the bibliography).

## **3.4 *Student status and advancement to candidacy***

### **3.4.1 Status**

Students admitted to the ICS PhD Programme are registered as PhD students of AIU while they fulfil the requirements for the seminar cycle of the programme. Once a student has fulfilled all requirements for advancement to candidacy, he/she will become a PhD candidate.

### 3.4.2 Advancement to candidacy

Students advance to PhD candidacy after having: (i) successfully completed 33 credit hours of the required ICS seminar courses (see below) with a cumulative GPA of 3.3 or above; (ii) passed the comprehensive examination (see below); (iii) successfully defended a dissertation proposal; (iv) signed an agreement concerning ethical research practices; (v) been provided with a supervisory committee.

#### 3.4.2.1 *Comprehensive examination*

- a. The comprehensive examination is designed to assess the academic competencies and professional development of the student after successful completion of the program's seminars. The comprehensive exam is worth three credits hours. It consists of three written integrative essays of about 6,500 words each and an oral defense. Each integrative essay is a critical summary and analysis of the issues and debates in the student's research field, and must demonstrate the student's bibliographic knowledge. Each essay should include both theological reflection and application to the student's ministry context, and must address the questions and issues raised by the student's advisors pertaining to the student's major research areas. The Concentration Coordinator will select each student's advisors from among his/her seminar teachers in consultation with the student, and they will write comprehensive exam questions.
- b. The oral part of the comprehensive examination is an interview conducted by an ad hoc examination committee of three faculty members proposed by the student's Concentration Coordinator and approved and appointed by the Programme Director, who will also designate the chair of the committee. At least one member of the examination committee must be from the student's concentration.

The interview seeks to assess the student's understanding of his/her research field and his/her knowledge of the relevant literature.

- c. If the student fails to pass the comprehensive exam at the first sitting, he/she may be given one further opportunity to take the exam. If he/she fails to pass at the second sitting, he/she will be terminated from the PhD programme.

#### 3.4.2.2 *Dissertation proposal*

The dissertation proposal should be submitted to the student's Concentration Coordinator within the first three weeks of the first term of the third academic year of the programme. The proposal should be no more than twenty pages, double spaced, and should include the following:

- (1) an introduction to the proposed research, including the following:
  - (i) an explanation of the research problem(s) and the research questions which arise therefrom
  - (ii) discussion of the answers to the research questions that the student expects the research to yield
  - (iii) a discussion of the significance of the research
  - (iv) a proposed outline of the dissertation

- (2) a review of the literature relevant to the research
- (3) a explanation of the methodology which will be used, including at least the following:
  - (i) a proposal of where and how the data will be collected and analysed;
  - (ii) a discussion of any ethical considerations which are likely to arise;
  - (iii) a discussion of the limitations of the method(s) to be used;
- (4) a discussion of the anticipated findings;
- (5) a conclusion.

#### *3.4.2.3 Oral defense of the proposal*

The oral defense of the proposal normally takes place within two weeks after the proposal has been submitted. The ICS Programme Director sets the date of the defense in consultation with the Concentration Coordinator and the student. All faculty members of the ICS Programme may be present, and are expected to have read the proposal prior to the oral defense. The defense consists of an oral presentation by the student followed by questions from the faculty. Immediately following the defense, the ICS Programme Director convenes a meeting of the faculty members of the programme in order to decide whether to accept the proposal, using the following criteria: (i) the proposal shows that the student is capable of making an original contribution to his/her field of study; (ii) the student is aware of contemporary debates and issues among scholars pertaining to his/her topic and shows adequate engagement with the literature; (iii) the student has selected appropriate research methods; (iv) the proposed methods reflect the integrative approach required by the ICS programme; (v) the proposed outline is acceptable; (vi) the proposal demonstrates a good standard of academic writing.

#### *3.4.2.4 Appointment of supervisors*

Once the dissertation proposal is accepted, the Programme Director proposes a primary supervisor and an associate supervisor to the Programme Committee. Upon approval by the Programme Committee, the Programme Director issues letters of appointment, with copies to the Dean of Doctoral Studies.

#### *3.4.2.5 Change of status*

When all requirements for a PhD student's advancement to candidacy have been met, the ICS Programme Director informs the Registrar and the Doctoral Studies Office, and the student's status is changed to PhD Candidate.

### **3.5 Seminar cycle requirements**

The seminar cycle consists of 33 credit hours of seminars plus three credits for the comprehensive examination, making a total of 36 credit hours. Up to 9 quarter credits (or the equivalent) of post-MA studies may be transferred. All transferred credits must be approved by the Programme Committee.

#### **3.5.1 General requirements**

##### *3.5.1.1 Common seminars*

All ICS PhD students must take the following common set of six seminars for a total of 18 credit hours:

- (i) Key Concepts in World Christianity (3 credits)
- (ii) Intercultural Studies Research Methods #1 (3 credits)
- (iii) Intercultural Studies Research Methods #2 (3 credits)
- (iv) Contemporary Issues in Studying Cultures (3 credits)
- (v) Theological Trends in Africa (3 credits)
- (vi) Encounters between Christianity and Religions (3 credits)

#### 3.5.1.2 *Concentration seminars*

In addition to the required common seminars, ICS PhD students must take 4 seminar courses in their concentration, for a total of 12 credit hours.

#### 3.5.1.3 *Elective seminar*

ICS PhD students must also take a further elective seminar for 3 credits which will normally be from a concentration other than their own. This requirement may also be fulfilled by taking a course in an institution other than AIU.

#### 3.5.1.4 *Academic performance*

ICS PhD students are expected to maintain a 3.3 GPA. If a student receives a B level grade in more than two seminars, his/her progress will be evaluated by his/her Concentration Coordinator, who may recommend to the Programme Committee that the student be terminated from the programme.

#### 3.5.1.5 *Seminar papers*

Seminar papers will be assessed according to the following criteria:

- (i) ability to find and handle resources in the library and online
- (ii) appropriate analysis of data from both primary and secondary sources
- (iii) ability to establish theoretical constructs and frameworks
- (iv) logical flow of exposition and argumentation, and systematic organization
- (v) ability to develop and use solid and convincing evidence in support of the student's own arguments
- (vi) ability to integrate theories and methods across disciplines
- (vii) demonstration of awareness of personal limitations and biases, and openness to new evidence and criticism
- (viii) a high degree of contextual awareness of current global and local issues that will lead to relevant and innovative conclusions
- (ix) appropriate academic writing style which is clear, concise, grammatically correct, and in an acceptable format

### 3.5.2 Concentration requirements

#### 3.5.2.1 *Islamic Studies*

In addition to the common ICS seminars (18 credit hours), all Islamic Studies students must take the following:

##### 3.5.2.1.1 *Required seminar*

All students must take the following required seminar:

Studies on Islamic Theologies and Philosophies (3 credit hours).

### **3.5.2.1.2 Additional seminars**

All students must take three seminars (for a total of 9 credit hours) from the following:

- a. Studies on Islamic Scriptures (Qur'an and Hadith)
- b. Anthropological Studies on Muslim Cultures
- c. Christian-Muslim Relations
- d. Special Topic (based on the student's research need)

### **3.5.2.1.3 Elective seminar**

All students must take one elective seminar (for 3 credit hours) in another concentration, department, or institution. This elective seminar must relate to the student's research area, and must be approved by the Islamic Studies Concentration Coordinator.

### **3.5.2.2 Missions Studies**

All students must take four seminars (for a total of 12 credit hours) from the following list. The seminars must be relevant to the student's research area, and must be approved by the Missions Studies Concentration Coordinator.

- a. Foundations of Missiology (or Prolegomena)
- b. Christian Encounters with Powers
- c. Intercultural Teaching
- d. Contemporary Issues in Missiology
- e. Educating for Intercultural Competencies
- f. Discovering Worldviews
- g. Dynamics of Culture Change
- h. Missions and the Kingdom of God in the African Context
- i. Pauline Theology of Mission
- j. African Traditional Religions
- k. Leadership in the African Context
- l. Authority and Power from Biblical and Anthropological Perspectives
- m. Nominality within and outside of the Church
- n. Special Topics

### **3.5.2.2.1 Elective seminar**

All students must take one elective seminar (for 3 credit hours) in another concentration, department, or institution. This elective seminar must relate to the student's research area, and must be approved by the Concentration Coordinator.

### **3.5.2.3 World Christianity**

In addition to the common ICS seminars (18 credit hours), all World Christianity students must take the following:

#### **3.5.2.3.1 Required seminar**

None

#### **3.5.2.3.2 Additional seminars**

All students must take three seminars (for a total of 9 credit hours) from the following list. The seminars must be relevant to the student's research area, and

must be approved by the World Christianity Concentration Coordinator.

- a. Renewal Movements and World Christianity
- b. Theology in the Context of World Christianity
- c. Theology of Global Pentecostalism
- d. World Christianity and World Politics
- e. Asian Christianity: Historical and Theological Perspectives
- f. Special Topics in World Christianity

### **3.5.2.3.3 Elective seminar 1 elective (3 credit hours)**

All students must take one elective seminar (for 3 credit hours) in another concentration, department, or institution. This elective seminar must relate to the student's research area, and must be approved by the Concentration Coordinator.

## **3.6 Dissertation regulations**

### **3.6.1 Supervision**

An ICS dissertation is supervised by two supervisors: the primary supervisor and an associate supervisor. Supervisors are chosen with a view to the research interests of the students, and should have complementary strengths. At least one of the supervisors must be a full-time AIU faculty member. On the recommendation of the Concentration Coordinator, the Programme Committee may approve an additional associate supervisor if this is deemed advisable.

#### **3.6.1.1 Primary supervisor**

The primary supervisor must be an AIU faculty member, though this requirement may be waived with the approval of the Programme Committee, Programme Director, and Dean of Doctoral Studies. The primary supervisor normally should have the rank of professor or associate professor.

#### **3.6.1.2 Associate supervisor**

If the primary supervisor is not a member of the AIU faculty, the associate supervisor must be a member of the AIU faculty.

#### **3.6.1.3 Appointment of supervisors**

Supervisors are proposed by the Concentration Coordinator to the Programme Director, who seeks the approval of the Programme Committee. Once the supervisors are approved, the Programme Director issues letters of appointment and notifies the Dean of Doctoral Studies of the appointments.

#### **3.6.1.4 Duties of primary supervisor**

- a. The primary supervisor chairs the supervisory committee. He or she is responsible for the overall guidance of the candidate's research and writing.
- b. The primary supervisor must ensure that adequate supervision is available to the candidate throughout the dissertation cycle. He/She normally meets with the student at least once a month. Submissions of a chapter or part of a chapter by the candidate must normally be returned to the candidate with

constructive criticism within two weeks after they are received by the supervisor.

- c. The primary supervisor is responsible to ensure adequate supervision of the candidate even during sabbaticals and leaves of absence.
- d. The primary supervisor must submit a report on the candidate's progress to the Concentration Coordinator at the end of each term. The Concentration Coordinator forwards a copy of the report to the Programme Director. The Concentration Coordinator may append his/her own comments to the report.

#### *3.6.1.5 Duties of the associate supervisor*

The associate supervisor is expected to provide advice to the candidate whenever the candidate requests it. He/She is expected to read and comment on chapters submitted to them by the candidate. These comments will normally be copied to the primary supervisor.

### **3.6.2 Duties and rights of the candidate**

#### *3.6.2.1 Monitoring progress*

The candidate has primary responsibility for the progress of his/her research and writing. The candidate must ensure steady progress in research and writing. This progress is monitored through the reports on the candidate's progress which the primary supervisor submits to the Concentration Coordinator at the end of every term (four times a year).

#### *3.6.2.2 Meeting with supervisors*

- a. The candidate may request a meeting with the primary supervisor, or with any of the associate supervisors, at any time.
- b. After every formal supervisory meeting with the primary supervisor, the candidate must submit a report to the primary supervisor stating the decisions that were made concerning the contents and scheduling of work to be done by the candidate.

#### *3.6.2.3 Dissatisfaction with supervision*

If the candidate finds that the supervision is unsatisfactory for any reason, he/she may petition the Concentration Coordinator or the Programme Director for a change of supervisor. Since such a change may result in substantial delays, this should only be done when there is a serious malfunction in supervision.

### **3.6.3 Dissertation**

An ICS PhD dissertation is between 65,000 and 75,000 words. It must be formatted according to the regulations in the *AIU Intercultural Studies Dissertation Writing Manual*.

The candidate is fully responsible for the form and content of the dissertation.