

## APPENDIX "B"

# Guidelines for Graduate Student Dissertation or Thesis Papers Graduate Dissertation & Thesis Instructions

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The purpose of a thesis or dissertation is this: To prove the student's grasp of knowledge and understanding of the subject he or she is presenting

For a student of True Hope Bible Institute to be approved for his or her graduate degree, either Masters or Doctoral degree – **INCLUDING AN HONORARY DOCTORAL DEGREE** – the student must be able to demonstrate that he/she has a sound understanding of his/her field of study, to the extent that he/she is able to impart his or her understanding into the life of another person.

This is accomplished by the requirement for the student to submit a dissertation or thesis after successfully completing the study courses that provide the mandatory credits for that degree.

Without writing and submitting a dissertation or thesis, the only thing that is proven by the completion of a student's degree program is that he/she was able to pass a number of open book exams - - which can be accomplished without the student actually acquiring the acumen and astuteness necessary to effectively minister that was the intended outcome of that course work.

Consider this: A Master's Degree means that you have mastered the understanding in a certain field that then qualifies you to lead in that field! A Doctoral Degree means that you have mastered the disciplines of the field of study that you are actually able to discriminate to others what they need for their lives from your field of expertise! (Much like a medical doctor able to prescribe or administer medicines based on his diagnosis of the patient's situation.)

Only time will truly tell if you have reached such a level of mastery or not, but the dissertation or thesis is the initial evidence showing that you have indeed achieved that level of understanding.

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While the dissertations do not add study credits, the student cannot pass the graduate degree program without submitting a successful dissertation or thesis paper.

Why? Because instead of merely answering predetermined questions, the student must start with a position of faith and not just support that position, but do so in agreement with the spirit and intent of God's purposes, plans and priorities as they are clearly made known in the Bible - - and to do so with the result being that the reader of the student's paper is benefitted by what is said in that paper.

Now frankly, there's not a lot of difference between:

1. **An Essay** - - A relatively short document, several paragraphs to one or two pages relating valid information from a personal point of view.
2. **A Treatise** - - A longer document that systematically presents information in such a way that something is explained to a point of understanding.
3. A Dissertation - - A formal, lengthy exposition of a topic presented as a thorough, written presentation of an original point of view.
4. A Thesis - - A dissertation advancing an original point of view as a result of research: Beginning with a statement to be proven or supported by the research presented therein.
  - **DIFFERENCE BETWEEN A DISSERTATION AND A THESIS - Example:**  
**Dissertation on Prayer:** A student presents a teaching on prayer from personal experience that has developed his/her original point of view, for instance presenting "I have found that prayer is an effective way by which to experience intimate fellowship with God because of ..."  
**Thesis on Prayer:** A student begins with a proposition that his or her research shall support. Beginning with the THESIS STATEMENT: "Without prayer, Fellowship with God is not possible." This statement is then followed by the research presented in the personal style of the student which includes the references to the research material used.

## GUIDELINES

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It takes skill to rally, arrange, and polish your ideas. The paper you write is to effectively express yourself in written form.

### 1. SUBJECT MATTER

Your topic/subject matter must relate to the field of study for which you are earning a graduate degree. Within that parameter choose a subject that is particularly interesting to you. Following are the kinds of subjects that would normally be approved:

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| <ul style="list-style-type: none"><li>• The Person and Life of Christ</li><li>• Substance abuse--cause and treatment</li><li>• The Holy Ghost &amp; the Gifts of the Spirit</li><li>• Divine healing</li><li>• Dangers of the “new age” or cults</li><li>• Heaven and Hell</li><li>• Apologetics—defense of the Christian faith</li><li>• The Five Gifts Ministries</li><li>• The Protestant Reformation</li><li>• Eschatology</li></ul> | <ul style="list-style-type: none"><li>• Overcoming Depression</li><li>• Ministering to the dying</li><li>• Church growth methods</li><li>• Church history</li><li>• World mission/evangelism</li><li>• End-time Apostasy</li><li>• End-time Revival</li><li>• Angels and demons</li><li>• Christianity vs. world religions</li></ul> |
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### I. PREPARATION

Your paper is to be based on your own, personal, independent research.

Plagiarism will not be accepted and will be cause for you to FAIL! If you use the ideas or work of other people in your paper - - give them proper credit!

Creative thought is greatly encouraged! Express your own insights, ideas and opinions.

Remember - - it is your original point of view that we are looking for. If you merely state the position of a denomination or fellowship that you belong to and build a paper on that - - YOU WILL FAIL!

**If you begin with a doctrinal statement that is commonly used and accepted by any or all groups of Christians - - YOU WILL FAIL!**

#### ➤ **Examples:**

- Jesus was born by a virgin. FAIL!  
I am convinced that Jesus was born by a virgin. PASS!
- The gift of tongues is not for today. FAIL!  
I believe that the gift of tongues is not necessary today. PASS!
- The gift of healing still exists today. FAIL!  
The Gospel is still verified through the gift of healing today! PASS!

As you can see from these examples, it is not the position of your particular denomination or fellowship that will cause you to pass or fail your graduate paper - - it is whether or not you have your own, original thought or expression of the position you hold.

Since we deal with the broad spectrum of denominations, we do not evaluate the position held because of the denomination holding a certain position, we want you the student, to be able to present what YOU actually believe in a way that is correctly supported by the Bible!

Certain doctrines are crucial to the Christian faith, but again, you must be able to do more than parrot these doctrinal statements - - you must be able to present them in an original fashion to relate to the reader who may or may not be a Christian, like minded or otherwise!

Of course, your paper is to represent original independent research, and avoid plagiarism (copying other people's work without giving proper credit). We encourage creative thought -- expressing your own insights, ideas, and opinions.

## II. PRESENTATION

**FORMAT & LENGTH**---True Hope Bible Institute requires the following:

- **Cover Page including:**
  - Title
  - Prepared for True Hope Bible Institute
    - Degree Program (Master Degree in Christian Ministry, etc)
  - By: Student's Name  
Address  
Phone Number
  - Submission Date (Should be mailed next day, two at most)
- **Introduction Page:** Give a brief (paragraph or two) autobiography about yourself: Town of residence, your present ministry or which ministry you are preparing for; how long you have been a Christian and why you chose to accept Christ Jesus as Lord; where you work, if you are married, children, etc.  
Include the primary Bible Version that you will be using in your quotes and references.  
Include any other introductory information that is pertinent to your paper.
- **Binding:** Paper to be submitted in a clear front report binder (3 ring or slide lock)
- **Paper Type:** Plain white paper
- **Margins:** Maximum of one inch on top, bottom, and both sides  
Preferred: One inch top and ¾ inch both sides and bottom margins
- **Numbering:** Pages to be numbered in bottom footer – middle or right side of pages
- **Faces:** Printing on front and back page faces are allowed.
- **Font type** = Times New Roman - sized at 12 points.
- **Sentence spacing:** Double spaced (1.5 spacing allowed)
- **Paragraph spacing:** Double spaced.
- **Be sure to check spelling/grammar.**
- **References:** Numbered (in super script) with corresponding footnotes one each page.
  - **Main Bible Version/Translation** - - You should specify the main Bible Version used on your Introduction Page
  - **Alternate Bible Versions/Translations** - - Should be noted at the point of usage.
- **Length:** Master's Dissertation = 10 pages or more – with a maximum of 20,000 words.  
Doctorial Thesis = 15 pages or more – with a maximum of 50,000 words.
  - Note: 5,000 words = approximately 20 pages
- **Copyrights:** By your submission you give us permission to use your work properly credited to be included as part of in any publication we may produce. Otherwise you retain all other copyrights for your work.

## **DEVELOPMENT GUIDELINES**

You should consult your personal library or any public library and several Bible versions.

It's advisable to make an outline or list of the points you wish to cover, and arrange them in some plausible order.

Include the references in your outline and drafts of your paper.

We feel content is more important than form, so we do not insist upon strict adherence to any particular formal style, as long as it is readable and understandable.

## **DISSERTATION ALTERNATIVES**

Although we encourage fresh work, with prior administrative counseling and agreement it may be it permissible for the student to submit:

- Previously written work, such as a unpublished or newly published book or booklet you have authored.
- A compilation of sermons, articles, studies, etc.; that you have written may be acceptable.
- A narrative of some exploit of faith or of some miracle you were personally involved in.
- **MINISTRY PLAN**
  - Since True Hope Bible Institute puts high value on bearing good fruit for the Master, we may accept a detailed plan for a new work of ministry, a new ministry organization or association or a new church.
  - The Ministry Plan must contain detailed statements of purpose, vision, mission, faith and a detailed plan for how this ministry work will be founded, funded and executed.
  - Examples of a New Ministry are:

<ul style="list-style-type: none"><li>▪ Foreign Missions</li><li>▪ Home Missions</li><li>▪ Evangelism association</li><li>▪ Association of Churches/Ministers</li></ul>	<ul style="list-style-type: none"><li>▪ Local Soul-winning Ministries</li><li>▪ Local Benevolence Ministries</li><li>▪ Etc...</li></ul>
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## **III. SUBMISSION**

TWO copies are to be submitted - - one for our records and one to be returned to you with our grade and comments.

BOTH copies are to be in a report binder

Mail your Graduate Paper in an envelope large enough to accommodate the binders.

- You may send an Email request and we will email you a printable mailing label - - just to be sure that your package is addressed properly so it will be correctly recognized on receipt.

You may wish to notify THBI via Email that you have mailed your Graduate Paper and we will confirm when we have received it by replying to your Email.

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**Thank you for complying with these guidelines for your Graduate Paper. Many Blessings!**

After properly submitting your papers, please expect to wait about 3 weeks for our response. If you have not received our response by the 4<sup>th</sup> week, please contact us - - especially if you did not Email us that you had mailed it to us.

