

**Knox College – Policies & Procedures**

Policy: **M.Div. (Honours)**

Applies to: M.Div. students

Approval & Responsible Individual: Faculty

Reference information:

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**Policy**

It is the policy of Knox College that students who have obtained an overall B+ (78%) average, a minimum standing of A- (80%) in their pastoral studies, and who have a recognized potential in pastoral ministry are eligible to apply for the M.Div. (Honours).

**Definitions and Procedures**

The student should apply for the M.Div. (Honours)/Internship in the October of the student's final year of studies (after completion of a minimum of 19 credits).

The research project is to be written up in a paper approximately 45-50 pages in length.

The topic of the research paper will be agreed with the supervising faculty member and approved by the BD Advisory Committee. This is a ministry-based research paper and cannot be an expanded paper of an area previously researched by the student. Advisors for the research project **must** be members of the Knox College Faculty.

Peer learning is an important part of this process and an opportunity will be provided for this to occur during the internship year.

**Criteria for evaluation**

A focused ministry-based research project (two credits), demonstrating an awareness of the pertinent issues in the practice of ministry and the academic field, and demonstrating the requisite research abilities in the field of study.

A reading and research course (one credit) related to the ministry-based research project.

The practice of ministry over a period of 8 months in a learning site previously determined and approved by faculty (7 credits).

## Process

1. The student submits an application for the M.Div. (Honours) to the Director of Academic Programs in October of their final year of studies. At the time of application for the internship (October of the student's final year of the M.Div.) all fees for the current year must be paid, or the application must be accompanied by a plan for how the student will have the current year's fees paid in full by no later than June 1 prior to the September in which the internship would begin.
2. If the academic prerequisites are met, the Director of Academic Programs informs the student in writing and refers the application to the M.Div. (Honours) Field Placement Co-ordinator and the BD Advisory Committee.
3. The M.Div. (Honours) Field Placement Co-ordinator and the BD Advisory Committee meet to review the applications for the M.Div. (Honours).
4. The BD Advisory Committee recommends to the Faculty the student for the M.Div. (Honours).
5. The Director of Academic Programs informs the applicant in writing of the Faculty decision concerning his/her application.
6. A student who is approved by the Faculty for the M.Div. (Honours) meets with the M.Div. (Honours) Field Placement Co-ordinator.
7. In the spring, the placement is confirmed.
8. The Director of Academic Programs informs the student in writing of the placement being offered.
9. The student, in writing, accepts the placement.
10. The Director of Academic Programs requests the Registrar to register the student. The student may be registered for the Reading and Research course [one credit] in the summer preceding the placement.
11. The research project proposal needs to go to the Faculty Advisor in week 8 of the Fall term. Regular consultation with the supervisor shall be part of this process in both semesters, during both research and writing.
12. The ministry-based research project proposal needs to be given to the Director of Academic Programs at the conclusion of the first semester. The Director of Academic Programs will request a second reader from Faculty at its next meeting. If there are concerns, the issues will be taken to faculty for consultation and advice.

13. Normally, the research project is due the week before the last week of classes.