

Writing Theology

A Research Manual of the
Recoletos School of Theology

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Leander Barrot, OAR

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ISBN:
Recoletos Communications, Inc
24 Neptune St. Congressional Subdivision, Quezon City
1106 Metro Manila

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Recoletos Formation Center through the Years

The Recoletos School of Theology, located at 81 Alondras Street, Mira-Nila Homes, Congressional Avenue Extension, Quezon City, is the theological formative arm of Recoletos Formation Center. As a theological center it offers a rigorous ecclesiastical curriculum in Bachelor of Arts in Sacred Theology affiliated with the University of Santo Tomas (UST) and a civil degree of Master of Arts in Theology (MAT) recognized by the Commission on Higher Education (CHED). It is owned and operated by the friars of the Order of Augustinian Recollects, Province of St. Ezekiel Moreno.

Both RFC and RST trace their beginnings from the early eighties following an increase in the number of Augustinian Recollect vocations in the Philippines. These, after finishing college degree and novitiate were sent to Marcilla, Spain for theological studies. The desire to form Augustinian Recollect religious and priests within the cultural context in which they would exercise their apostolate increased; and this led to the erection of a theological house in the Philippines dedicated to the formation of Filipino Recollects. This was given a go signal by Most Rev. Javier Ruiz Pascual OAR the Augustinian Recollect Prior General. Initially, the theological seminary would be patterned after the experience of the Mother Province—the Province of San Nicolas de Tolentino. The seminary, which was eventually named as Recoletos Formation Center, was solemnly blessed and inaugurated by Fr. Jose Antonio Calvo, OAR on December 5, 1985. The first rector—Fr. Emeterio Buñao, OAR together with Fr. Hubert Decena, OAR as Dean of Studies and other members of the community--administered the formation program and theological training of future Recollect religious and priests. The same seminary housed the Novitiate program from 1985-1987.

Due to an insufficient number of professors, RFC entered into partnership with St. Vincent School of Theology an affiliate of Adamson University for the degree of Master of Arts in Theology. Two years after, in 1987, the school entered into a partnership

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with the Institute of Graduate Studies (IGS) of San Sebastian College Recoletos of Manila. In 1995, with the gradual increase of recollect and non-recollect theology professors, the seminary became an affiliate of the Royal and Pontifical University of Santo Tomas, Manila for the Bachelor of Arts degree in Sacred Theology program. In 2001, the academic program of RFC adopted Recoletos School of Theology (RST) as its official name; and by June of 2011, the Graduate School of Theology started processing requirements with the Commission on Higher Education towards the establishment of the Recoletos Graduate School of Theology offering Master of Arts in Theology major in Systematic Theology and Church History.

Following the curriculum design of the Ecclesiastical Faculty of UST, to which RST is affiliated, RST shifted to a three-year curriculum program beginning school year 2011-2012 to achieve the Bachelor and Masters of Arts degrees in Theology. In May 2015, the school witnessed her first batch of graduates who underwent the three-year academic program. In 2014, the school also gained permission from CHED to admit students from other nationalities.

Today, RST is committed to be a comprehensive ecclesiastical and a civil institution of higher learning. The school continues to be the center for theological and religious formation of the Order of Augustinian Recollects of the Province of St. Ezekiel Moreno in the Philippines. The school is served by the Bulwagang Recoletos, a two-storey building, housing the St. Augustine Library, Audio Visual Room with 120 sitting capacity, Museo Recoleta, Archivo Recoleta, Conservation Laboratory and function halls. It also boasts of a pool of professors from different religious congregations and dioceses, added to its regular team of Recollect professors.

Through the years the school also accepted different Orders/Congregations such as the, Congregation of the Sons of the Immaculate Conception (CFIC), Emmanuel Servants of the Holy Trinity (ESHT), Congregation of the Servants of Charity (SC), Order of St. Augustine, (OSA) (The Vicariate of the Orient), The Oblates of the Virgin Mary (OMV), Priests of the Sacred Heart (SCJ), the Dominican Missionaries for the Deaf Apostolate (OP Miss.) and the PACEM missionaries.

Preface to the Third Edition

This is a third edition of the RST Research Manual. This edition continues where the first two editions stopped. The former editions have contributed enormously to the establishment of a research culture for it articulated and organized the research practices and procedures of the institution of the last decades. Significantly, the editions have given an imprimatur to the specific research style, format and procedures to be followed by the institution in the conduct of the Final Paper Requirement for the Master of Arts in Theology Degree (MAT) program.

This 2017 edition pursues the vision of producing writing theologians imbued with improved research discipline and technique through a unified research methodology throughout the formative years at RST. Likewise, it encourages researchers to draw from a theological fount pastoral or missiological slant to the pressing issues and concerns confronted by theology in general and the universal and Local Church, thus, contributing to the advancement of theological discussions and to the on-going new evangelization engagement of the Church.

This 2017 edition takes on a special character for it interprets CMO 12 on “Policies and Standards for Graduate Catholic Theological and Religious Education Master’s Program.” It has gotten the nod from CHED as an acceptable format in thesis writing for Recoletos School of Theology.

This edition would not have been completed without the valuable contributions of Fray Omem who researched on the story of RFC and RST, Rev. Hamo, Tanquis, Baldelovar, Saludes and Dineros who conducted interviews on the status of the research endeavors of the institution.

Fr. Leander V. Barrot, OAR, SSL
The Research Director (2016)

Vision, Mission, and Core Values

Sec. 1 Vision

A theological center for communion, research, and faith-Experience

Sec. 2 Mission

To foster theological dialogue, academic excellence, and social involvement.

Sec 3. Core Values

Caritas, Scientia, et Sapientia

Article I

The Research, Publications, and Planning and Development Office

Sec 1. Goals and Objectives

1. Goals

The office, by its title, has three diverse but interconnected functions: a research center for Recoletos School of Theology, a center for Publication, and Planning and Development for Recoletos Formation Center. As a research center for RST, the office has the following decent over-arching goals—To promote among members of the Recoletos School of theology a Passion for research-based theological thinking and writing and a theologico-pastoral publication output.

2. Objectives

To achieve these dual goals, the office commits itself to fulfill the desired outcomes:

- 2.1. To establish a well-coordinated research agenda so as to foment a research environment for RST.
- 2.2. To unify research methodologies, style and format,
- 2.3. To standardize processes and procedures on research endeavors and publications,
- 2.4. To ladderize research programs
- 2.5. To enhance research attitudes and strengthen capabilities of the RST community,
- 2.6. To align, where it is feasible, with NHERA 2 of CHed,
- 2.7. To promote and publish theologico-pastoral and Recollect related research agenda and outputs,
- 2.8. To promote *Quaerens* for local and international journal exchange.

Sec 2. Organizational Structure: Duties and Responsibilities

1. Research and Publication Officers

- 1.1. Research Director. The Research Director performs the following functions and responsibilities:
 - 1.1.1. Explains to the researchers, the Research Policies and Guidelines of the RST, and the RST's Research Manual on Styles,
 - 1.1.2. Guides, if necessary in collaboration with the adviser, in the formulation of the thesis question or problem in view of thesis proposal defense,
 - 1.1.3. Issues all forms that are necessary for the completion of the thesis,
 - 1.1.4. Decides on which thesis are proper for publications,
 - 1.1.5. Monitors, in collaboration with the adviser the progress of the researcher,
 - 1.1.6. Creates a data base for all research publications of RST,
 - 1.1.7. Acts as chair in the conduct of the thesis defense (both the proposal and final), or in his absence assigns a substitute chair,
 - 1.1.8. Designates a secretary to the proceedings of the thesis defense,
 - 1.1.9. Forwards to the office of the Dean, the final grade of the research output of theology student researcher,
 - 1.1.10. Approves the designation of the thesis adviser,
 - 1.1.11. Recommends experts to act as panelists to Major Term Paper and Thesis Defense,
 - 1.1.12. Monitors the final phase of the research output,
 - 1.1.13. Monitors the completion of the research within the allotted time schedule,
 - 1.1.14. Is in charge of the publication of researches,
 - 1.1.15. Creates a manual on processes and procedures for the refereeing of research contribution to Quaerens and implements it.
 - 1.1.16. Initiates and sustains journal exchange of Quaerens with other theological institutions,
- 1.2. Assistant Directors. Assistant Directors will implement the various programs and activities of the office. Foremost of these are related to Research, publication, and planning and development for RFC and RST.

2. Researcher and Research Team

- 2.1. Theology Researcher. A student of RST doing Term Paper, or Terminal Working Paper or Research for Quaerens, as may be applied regarding the nature of the study, has the following responsibilities:

- 2.1.1. Takes full responsibility of the research work from the choice of the research question up to its completion,
- 2.1.2. Chooses his desired adviser based on expertise and formally recommends him/her to the Research Director,
- 2.1.3. Collaborates closely with the adviser as well as the research center in the completion of his research study through regular meetings, submission of research work, and seeking the approval for defense (proposal and final),
- 2.1.4. Takes responsibility in the fulfilling and filling of all necessary forms for the completion of the research study,
- 2.1.5. Engages in his research with passion and dedication,
- 2.1.6. Takes responsibility in the choice of his Research Ancillary Team (RAT) i.e. Language editor; statistician, form and style editor; and recommends these to the Office of the Research Director for record purposes and the giving of honorarium,
- 2.1.7. Fulfills the research requirements within the designated period,
- 2.1.8. Fulfills the necessary post defense obligations to the research department, the advisers as well as to the RAT.
- 2.1.9. Takes on the responsibilities as determined during the conduct of research defense (proposal and final).
- 2.1.10. Must demonstrate a spirit of gratitude to all those who contributed to the completion of his research endeavor.
- 2.2. Major Term Paper and Thesis Adviser. Requested by the Theology Student researcher and accepting, with a great act of charity to help the student pursue a specific theological research, the adviser performs the following tasks:
 - 2.2.1. Works closely and encourages the student researcher towards the completion of the research study,
 - 2.2.2. Discusses with the student researcher the theological intricacies of the research undertaken,
 - 2.2.3. Reminds the researcher pertaining to timetable, research requirements and form and style of RST; and is to be present during the defense (proposal and final defense),
 - 2.2.4. Gives comments when necessary during the conduct of the research defenses,
 - 2.2.5. Approves the research work for defense (proposal and final),
 - 2.2.6. Signs the final completion document, after a thorough review of the research work.

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- 2.3. Translation Adviser. For theology students who decide to work on translation of a Church document as Terminal Paper Requirement for the MAT degree, a translator adviser is to guide the student in his endeavor. The student translator contacts his preferred adviser and communicates this to the Office of the Research Director for documentation and honorarium concerns. The adviser performs the following obligations:
 - 2.3.1. Works closely and encourages the student translator to finish his translation work,
 - 2.3.2. Reminds the student translator of the timetable and the form and style for the submission of the translation work,
 - 2.3.3. Approves the final output and recommends for the publication or non-publication of the translation work to the Director for Research.
 - 2.3.4. Grades, according to the grading criteria of this manual, the translation-work out-put.
- 2.4. Research Ancillary Team (RAT). The RAT, is an optional team to help the Researcher. However, it is highly advisable that the researcher chooses his own RAT team to help him edit properly his research final output. In this case, the researcher is to communicate officially to the office of the Research Director their curriculum vitae for documentation and honorarium allocation. Their functions are the following:
 - 2.4.1. Language Editor. Reviews the research work as to its syntax, expressions, grammar, and proper punctuation. Researches for proposal and final defense are to go through a thorough language review. No research work is to be submitted for defense unless reviewed by the language editor.
 - 2.4.2. Research Technical (Form and Style) Editor. Assists in the technical requirements of the thesis i.e. fulfilling of the required form and style mandated by RST manual. The researcher may on his own take this responsibility.
 - 2.4.3. Defense Secretary. Takes notes during the defense proceedings (Major Term Paper, Thesis proposal and Final) so these can be incorporated in the final revision of the research work.
- 2.5. Major Term Paper and Thesis Panelist. The Research Director creates a research panel of experts for the Term Paper and Thesis Defense exercises. The choice of the panelist is based on theological expertise (i.e. on the research work for scrutiny) and these are to remain until the final defense of the research paper. In case of the absence of any of the members of the

panelist, the Director may choose a substitute panelist or the Director or the Dean, as the case maybe, substitutes for the absent panelist. The Panelists are to be given at least two (2) weeks of preparation prior to the scheduling of the thesis proposal defense. These are to perform the following functions of responsibilities:

- 2.5.1. To give pertinent advice so as to improve the research paper,
 - 2.5.2. To evaluate the research work based on the criteria set by the institution,
 - 2.5.3. To suggest to the Research Director the deferment of the final defense of a thesis or major term paper defense if there are major corrections and observations on the submitted research work. In this case, the Research Director, upon the advise of the panelist(s) returns the research work for revision and corrections.
 - 2.5.4. To submit to the office of the Research Director their initial comments so the researcher may address the concerns and issues prior to the final defense.
- 2.6. Translation Reader. To act as panelist for the Translation work are the translation reader. Translation readers are expected to be knowledgeable of both the target language and the receptor language. They are to perform the following functions:
- 2.6.1. To evaluate the translation validity of the translation work;
 - 2.6.2. To suggest improvements on the vocabulary and syntax of the translation work so as to improve the over-all understandability of the translated document,
 - 2.6.3. To strike the balance between the two pole of translation: verbal correspondence versus dynamic equivalence.
 - 2.6.4. When the translation work is finished, to recommend a grade for the translation work and affix their signature to signal its completion.
 - 2.6.5. To recommend to the Office of the Director the fitness of the translation for publication.

Article II

Research Agenda, Nature, and Format

Sec. 1. Research Agenda

Writing for theology or making sense of theology in society, among people, and in personal relations with God involves a plethora of areas. The Recoletos School of Theology is open to the wide range of theological aspects where theology students can make a significant theological contribution through research. The sources for theological inquiry could be from any of the following:

1. Biblical Theology

To delve into scriptural or biblical themes from the Old Testament, New Testament and even the inter-testamental literature and era,

2. Church History

To investigate on themes and topics of the Catholic church's presence, contribution, influence, and significance to society and religious belief systems or the contribution of the early church father (patristic period) to the development of faith, moral and understanding and their present implications and applications;

3. Pastoral and Missiological Theology

to explore the responsibilities, accountability, and applicability of different branches of theology in the practical aspects of life i.e. morals, liturgical worship, discipline of the church, as well as the position and place of theology across cultural, social, and ethnological diversity;

4. Systematic or Dogmatic Theology

to explain and clarify doctrinal and faith statements stemming from scriptural sources or fill-in the gaps between life, doctrine, and faith;

5. Spirituality

to deepen the Charismatic gifts received from the Church by the founding

personalities of pious groups, congregations and orders; and to find their relevance to the present experiences and socio-cultural contexts;

6. Contemporary Theological Issues

to contribute to present theological debates on ecology, creation, Bioethics, ecumenism, feminism, fundamentalism and other recent involvement of the Church.

Sec 2. Research Opportunities

RST has a wide range of research possibilities and opportunities. Researches can come in the following venues:

1. Term Papers

Some theology subjects, depending on the professor's preference, require research works either as one of the final requirements of the subject or a substitute for the final examination for the semester (Course Term Paper).

2. Terminal Paper Requirement (TPR)

To achieve the Master's Degree on Theology, a student theologian may choose one of the three (3) TPRs:

- Two Major Term Papers,
- Thesis Work and have a final defense ,
- Translation Work--a translation of a church document to a particular vernacular.
- Ministry Program

3. Other Publications

A researcher may also contribute to other publications of the institution, among these are: Quaerens, Restless Heart, and Updates. A research enthusiast, whether a student or a professor, has more than enough opportunities to publish a research work so others may learn and appreciate.

Sec. 3. Conceptualizing a Research Study

In whichever research endeavor the theology student is writing for, the center for research suggests to the researcher to follow the succeeding processes and procedures to facilitate an organized approach and an efficient research experience.

1. In Search of Specific Research Question

One of the difficult endeavors in the conduct of research is to determine a specific topic or a research question. The reason for those who find no problem in the

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search for research question is because of prior readings undertaken. Thus, focused reading, critical thinking, and pointed questionings are the primary steps toward the establishment of a good research question. The researcher, therefore, may find the following procedures in the search for the research problem necessary:

- 1.1. Decide on which field or branch of theology to conduct a research work. It is preferred that the specific field is one's interest or where one feels capable to give important contribution—Scriptures, History, Dogmatic or Systematic Theology, Pastoral or Mission, Canon Law, Liturgy etc.
- 1.2. Choose, from the decided field of interest, a general theological theme, topic, or issue. Read some articles on the chosen theological theme. This is intended to generate interest on the theme and allow one to build a more focused initial bibliographical listing.
- 1.3. List and Read at least 10-20 literatures (books, journal articles, and/or related studies). The reading familiarizes the researcher on the various specific questions related to the theological theme or topic.
- 1.4. Decide which issue, problem, or tricky puzzle one is interested to pursue for the research study.
- 1.5. Consult and discuss with a probable adviser regarding the specific area of interest or theological question. Seek the expert's advice as to the probability of the research question. One may also look for a second opinion, if necessary.
- 1.6. Pursue the study: improve bibliographical entries and readings.
- 1.7. Formulate the research question or statement of the problem. Identify the sub-problem or issues of this general research area. It is best to consider that the sub-problem or concerns, when taken together, are to substantially resolve the main research question. Thus, the number of sub-questions is dependent on the nature of the main question and the possibilities for its resolution.
- 1.8. Write an abstract of the whole research paper, formulate a synopsis for every sub-question, and list down the necessary bibliography for every sub-question. This process will allow the researcher to see the general outline of his research, and forecast the possibility of the completion of the research due to enough literature and study resources.
- 1.9. Consult with the adviser on the general framework of the research paper. Present the abstract, synopsis as well as the bibliographical entries.
- 1.10. Consult with the desired adviser on the theological methodology to be used in the study. Each branch of theology has its own specific and particular methodological approach of study. Discuss, with the adviser which

methodology is appropriate for the particular question in mind; presenting likewise, to the same adviser, the research abstract and the sub-problem synopsis.

2. Writing the Research Output

Once the researcher has established the research question, the sub-questions and the methodology, the researcher works for the presentation for proposal and final paper defense.

- 2.1. The researcher is to consistently consult the RST Manual on Style and follow religiously the instructions contained in the said manual,
- 2.2. Consult regularly with the adviser. Set proper appointments with the adviser and send in advance the progress of the written materials, if there is any.
- 2.3. The research is not the adviser's work, so the student researcher is to take full responsibility of the work from beginning to its completion.
- 2.4. Set time-table for the work (Gantt Chart). This will allow self-monitoring and the completion of the research endeavor within the given timeframe.

3. Research Skills and Values

Research demands skills and attitudes from students. These skills and attitudes are to be matched with adequate personal discipline so that a research habit and culture are formed and inculcated in the personal life of the researcher. The following are some important skills and values to develop:

- 3.1. Read, Read and Read. If one is to make a good research one has to develop a love for reading.
- 3.2. Think Critically. Reading is not enough, one is to pose questions with the hope to understand and probe the thought or idea the author is presenting.
- 3.3. Take down of notes. It is always good to jot down notes as the reading progresses. This allows one to be able to recall with much ease the topics and ideas already read.
- 3.4. Follow the RST Manual on Style. This has to become a researchers habit. This manual ought to be the researcher-bible for those writing a research for subject requirements, thesis, or publications.
- 3.5. Write and Edit. A research work is never written ones, much less edited twice only. He is not to get tired to re-write and re-edit continuously the work until the research is deemed to give a positive contribution to the particular field of specialization.
- 3.6. Discuss with others. As a student of a theological school, develop the at-

titude to discuss theological topics of interest and researches not only with your adviser but even with peers.

- 3.7. Be Humble and Patient. There just are too many ideas and knowledge out there to be discovered. Never assume to have known everything already. It takes a lot of patience to sit down, read, reflect so as to get well informed and be theologically correct and upright.
- 3.8. Be dedicated and determined. These are core values to bring to completion a research work already started. Be dedicated to the chosen topic, theme or issue, be ready to be surprised with new ideas, and, most importantly, manage effectively time allotment for research work.
- 3.9. Love Learning and Be Prayerful. To love learning is the soul of the discovery of knowledge. Stop the desire to learn and one brings to a screeching halt the pursuit of knowledge, truth and wisdom. In the quest to learn and to sustain a love for learning, one needs to keep knees bended in prayer and supplication to stir clear from intellectual lethargy, mental fatigue, and academic boredom.
- 3.10. Honesty. Avoid plagiarism in all its forms. Recognize the authors whose ideas you have borrowed directly or indirectly.

Sec. 4. Criteria for Theological Research Acceptability

1. Theological

A research, be it a term paper, or thesis, has to be theological in nature. The main research problem needs to stem from any of the various branches of theology. It has to be rooted in any of the fields enumerated in the “Research Agenda” (c.f. above) of the institution. However, it is not necessary that all sub-questions have to be purely theological in nature. These will have to depend on the nature of the research question and the logical thought sequence of the research.

2. Scientific

As a research endeavor, it has to fulfill the requirements of a scientific research in its mode of conduct and content. It needs to have the basic requirements mandated by the Commission on Higher Education pertaining to research activities. Thus the following parts, but not necessarily limited to them, have to be present:

- 2.1. Research Question. This is the main focus of the theological paper. By nature it has to be theological in nature. The major theological problem needs to be subdivided into sub-questions, which eventually form the major parts of the theological research question. It is highly recommended that the

- sub-problems or question, when taken together, are to complete the whole theological paper answering the main research question.
- 2.2. **Scope and Delimitation.** Theological questions by nature are broad since all branches of theology are in some ways interconnected. Thus, a question of Justification for example, can be researched from biblical, ethical and moral, historical and doctrinal perspectives. Depending therefore on the nature of the research (term paper, thesis or for journal publication), a researcher has to set the scope and delimitations of the study. This will help also the reader to anticipate the expected parameters of the research study.
 - 2.3. **Methodology.** Most branches of theology have their own specific methodology in the conduct of research. Thus, it is highly recommended that the researcher not only select an adviser who is an expert in the field of theology he researches, but most importantly, to consult with the same, in order to determine the appropriate methodology to be applied to the specific research question. This does not preclude the student researcher from taking on a personal study on the various approaches to theological research.
 - 2.4. **Research Outline and Design.** This section sets the general framework of the theological research. It also determines the direction of the research work. In some ways it defines and justifies the choice of the research question, states the hypothesis of the research study and evaluates the data leading to the resolution of the hypothesis, and outlines the sub-topics leading to the research conclusions and outcomes.
 - 2.5. **Related Literature and Studies.** This section situates the research study within the theological spectrum under discussion. It also recognizes the different authors who have worked on the topic or theme under study from diverse perspectives; thus identifying the contribution of the present study from the plethora of knowledge and perspectives of the given theme.
 - 2.6. **Body.** This is the major part of the research work. This section discusses the resolution of the sub-problems as well as the main problem of the research study. Care must be taken to follow religiously the RST Manual on Style. The researcher has to take pains to logically and developmentally organize the thought presentation until the main question is adequately resolved. Generally, footnoting is the rule and it has to be a continuous numbering from beginning to end of the research paper. The major division of the body is dependent on the sub-problems of the research work.
 - 2.7. **Conclusion.** Resolution of the research questions has their place in this section. The conclusion may come in various forms depending on applicability and innovativeness of the researcher.

3. Pastoral relevance

Although the research is theological in nature, by all purposes, it needs to have some pastoral dimensions. For after all, our theological research has to touch base with life, with spiritual life, with social life, with moral life, and with liturgical life. This is a very important dimension of theological research. It has to contribute to the building of a Christian life, holiness, understanding, and deeper appreciation of charismatic gifts.

4. Advancement of Knowledge

Research is not a simple repetition or restatement of fossilized facts, events and statements of doctrines or dogmas. It has to usher in new perspective, idea, point of view, understanding or knowledge itself. It is to contribute to the resolution to pressing issues and concerns.

5. Innovative

A Research output is to have a significant contribution to present theological discussions, pastoral concerns, or relevant socio-cultural issue viewed from a theological prism.

Sec. 5. Theological Research Format

The theological research is generally made up of three important parts: the introduction, the body and the conclusion. However, this does not mean that the research general heading have to be titled in such a manner.

These parts are to be titled according to the thought development of the research work. It is encouraged that the research title headings, when read together, is able to give its readers a feel of the overall direction of the research work.

1. The Introduction

This is the first major part of the research paper. By its nature it introduces the whole paper in a nutshell. Depending on the style of the researcher, the introduction is made up of parts mandated by CHED requirements, but not necessarily in the order that is presented below. The judgment and approach of the researcher will determine the arrangement of the following parts. This section discusses the following parts:

- 1.1. The rationale of the paper i.e. what is or are the circumstances that led the researcher to deal with the theme;
- 1.2. The research question and the sub-questions that breaks down the major question into smaller and developmental parts,
- 1.3. The methodology that will be used in the research work,

- 1.4. The research outline and design to give a general and holistic view of the research to be done.
- 1.5. Use of footnotes is a must when the researcher has borrowed an idea from other authors or resources.

2. Body

This is the second major part of the research work and the main part at that. The body of the research work or the discussion part is to take a lion share in terms of page allocations of the whole research paper. It is the section that resolves the sub-problems raised, which when taken together, sufficiently discusses the main problem. Thus the main sub-heading in the body are the sub-problems of the study. Again, the body need not be titled as “the Body”. The majority use of resources is to be expected in the discussion and resolution of the thesis questions.

3. Conclusion

The conclusion of the research work may take various forms. It may be in a form of summary of the important discoveries, a recommendation for further researches, a module as a corollary idea, a poem, or a resumption of the ideas stated in the introductory part of the research work; or a combination of these stated above. Whatever serves best for the paper and/or gives more impact to the study, the researcher is to consider.

The researcher is highly encouraged to read and master the Recoletos School of Theology Manual on Style. This pamphlet is the official guiding document for publications of the said institution. The manual gives instruction on the details of the research format and the use of citations.

This Manual is a guide to all research endeavors of the student in working term papers for individual subject requirements, in doing the Terminal Paper Requirement for the degree of MAT (Thesis or Major Term Papers) or in contributing research articles for *Quaerens* the official Theologico-Pastoral Journal of the Institution.

Article III

General Policies

1. The Office of the Research Director in collaboration with the Dean of Studies programs the research agenda as well as the research and thesis endeavors of the institution.
2. Based on the curricular offering of RST the following is the timeframe for the accomplishment of the Terminal Paper Requirements for the MAT program:
 - 2.1. Thesis Proposal Defense: End of Second Semester (2nd Year level)
 - 2.2. Final Thesis Defense: End of First Semester or Beginning of Second Semester (3rd Year level)
 - 2.3. Submission of two Major term papers and Defense (only one): End of First Semester or Beginning of 2nd Semester (3rd Year Level)
 - 2.4. Final Submission of Translation Works: end of 1st Semester or beginning of 2nd Semester (3rd Year Level)
 - 2.5. Final Submission of Ministry Program: End of First Semester or Beginning of Second Semester (2nd year level).
3. The office of the Research Director in collaboration with the researcher plots the timeframe of the research work; and the former monitors closely the progress of the research output.
4. The development of the content of the research is the scope of responsibility of the research adviser in collaboration with the researcher.
5. It is the responsibility of the researcher to choose his adviser (thesis or translation) provided that the latter holds the expertise demanded by the research work.
6. The adviser needs to formally accept the responsibility by signing the form provided by the research office.
7. It is highly advisable that the panelists and the adviser are present during the conduct of the thesis defense. However, in certain circumstances when one or

two could not be present, the office of the Research Director in collaboration with the Dean makes the appropriate decision.

8. A Major term paper must not be less than 30 pages (excluding Bibliography) and a Thesis is not to be less than 60 pages (excluding Bibliography).
9. The office of the Research Director determines the panelists based on expertise and schedules appropriate time for defenses (proposal and final).
10. For both proposal and final defense a grade of 75-79 is considered passed with major revision. It is the responsibility of the researcher to incorporate all addenda and suggestions to make the research work achieve a better passing mark.
11. A failing mark in any defense is to be addressed separately in collaboration with the Research Director and the Office of the Dean.
12. The research program is never complete until the research is submitted to office of the Research Director Hard bounded according to the standards of the institution.
13. A final copy in digital format is also to be submitted to the Research Office.
14. Final copies are to be signed by the Adviser, the Panelists, the Research Director and the Dean.
15. Any change of adviser shall be communicated to the office of the Research Director by the researcher.

Article IV

Research Processes and Procedures

Sec. 1. Term Paper (Course Requirement)

1. Nature

This is purely a class requirement. Not all professors require their students to do research work. For those courses that require research work it is highly encouraged that Article III, Sections 3, 4 & 5 guide the student researchers. The process and procedures stated in the said article of this manual prepare them for technical writing and eventually thesis and higher research endeavors.

2. Publication

For students who desire to have their research work published, they can submit a copy (digital and printed) to the office of the Director for Research and Publication. Article will go through a selection process based on the criteria set above. Those that qualify will be published in any of the publications of RST or RFC.

Sec 2. Terminal Paper Requirement for the Master's Degree (MAT)

1. Translation

1.1. Nature. A Theology student may opt, to finish his theological studies by submitting a translation work for his final requirement for the Master's Degree in theological Studies (MAT). The Church Document for translation must be of significant interest to the researcher, his congregation, to the Local language to which it is translated.

There are two poles of translation: Verbal correspondence and Dynamic Equivalence. Both translation pursuits have their strengths and weaknesses. For the purpose of RST's translation requirement, the student transla-

tor must, in his effort of translation, strike a balance between both poles. In the end, it is the reliability of the translation works and its capability to communicate the original text to the receptor language that is of primary importance.

- 1.2. Requirements. The following are the requirements for the translation work:
 - 1.2.1. The document may be from any of the major languages accepted by the Universal Church (Original language of the document is much preferred),
 - 1.2.2. There is no available official or quasi-official translation of the church document in the receptor language.
 - 1.2.3. The translator must demonstrate at least a passive knowledge of both the target and the receptor language.
 - 1.2.4. The translator has to demonstrate the importance of the translation work, and has to seek the approval from the Director of Research.
- 1.3. Process and Procedure. Those who intend to take translation as an option are to take note of the following:
 - 1.3.1. Preparation Stage:
 - Consult the Research Director concerning the intention to work on a church document for translation,
 - Fill-out the form for the filling of translation work (Appendix 4: Translation Proposal Form),
 - Choose a preferred Translation Adviser and communicates to the Office of the Research Director the curriculum vitae for documentation and honorarium consideration,
 - The Director for Research approves the document for translation and the receptor language into which the document is to be translated,
 - The Director for Research determines a third reader for the translation work.
 - 1.3.2. The Translation Proper
 - Avail of all probable resources to guide and help in the translation work;
 - Consult regularly with the translation adviser regarding the work,
 - Present an update on the progress of the work to the adviser and Research Director's Office,
 - 1.3.3. Approval of the Translation Work
 - Submit to the office of the Director for research the completed translation work (c.f. Appendix 7: Translation Format),

24 Writing Theology: A Research Manual

- The Director forwards the translation to the appointed third reader for comments and suggestions.
- If there are corrections and suggestions by the third reader, this is forwarded back to the student researcher for finalization.
- After incorporating the corrections, submit, with the approval and endorsement of the adviser, the corrected translation work to the Office of the Director for Research.
- Fill-out the form for submission of translation works (Appendix 6: Final Research Defense Submission Form),
- Submit, both the form and the final translated document, following the required format (c.f. RST Manual on Style); provide, also the office of the Research Director a digital copy of the translation work,
- Both the adviser and the third reader will rate the translation work; (60pt for the adviser; and 40pt for third reader);
- Only the final form of the paper will be graded. No draft is given for grading.
- The translation is not final until the adviser and the third reader have given their rating.
- The Research Director communicates to the Student the grades of his translation work and transmits, the same to the office of the Dean for records purposes.

1.4. Criteria for the Grading

Fidelity of translation to the Original text	30 pts
Readability and understandability of the translation work	30 pts
Fidelity to Timetable	20 pts
Importance and Relevance of the Translation Work	20 pts

1.5. Grading Formula

$$[(GoA) (.60)] + [(GoR) (.40)] = \text{Final Grade}$$

Where:

GoA = Grade given by the Adviser

GoR = Grade given by the Reader

1.6. Rating Matrix

96 - 100%	(1.00)	Excellent
94 - 95%	(1.25)	Very Good
92 - 93%	(1.50)	Very Good
89 - 91%	(1.75)	Good
87 - 88%	(2.00)	Good
84 - 86%	(2.25)	Good
82 - 83%	(2.50)	Fair
79 - 81%	(2.75)	Fair
75 - 78%	(3.00)	Passed
70%	(5.00)	Failed

1.7. Publication. Depending on the judgment and evaluation of the Research Director and upon the suggestion of the Adviser, the translation work may be published in any of the possible publication of RST or RFC.

2. Two Major Term Paper

2.1. Nature. Students desiring to work on two different theological themes and intending to submit these as terminal paper requirement for the degree may do so by writing two major term papers. These two separate major term papers have to individually comply the requirements of the research output as stated in Article III of this manual. Upon submission of the Term papers, the Director for research decides which of the two submitted paper would be given up to public defense. Each major paper is not to be less than 30 pages excluding Bibliography.

2.2. ttProcess and Procedures. The following are the processes and procedures to be followed by those intending to submit two major term papers for the final paper requirement:

2.2.1. Consultation with the Research Director

- Following Article III of this manual, particularly sections 3 and 4, the researcher works out for himself to determine what particular topics and research questions to work on.
- The research questions are to be discussed with the Research Director and approved before these can be subjected to full research work,
- The researcher after the themes for research have been decided submits to the Research Director a proposal for the accomplishment of the two (2) Major Term Papers (c.f. Appendix 5: Major

- Paper and Thesis Proposal Submission Form),
- The Student researcher and the Director create a Gantt chart to determine the timetable for the research works.

2.2.2. Writing the Research Works

- The researcher is to follow religiously the time frame of the research works;
- He is to consult regularly with the Office of the Director for Research concerning the progress of His work;
- He is to consult constantly the RST Manual on Style.
- Upon the completion of both works, the researcher submits to the office of the Research Director a digital as well as a printed copy of the researches (c.f. Appendix 6: Research Final Defense Submission Form),
- The Research director is to determine which of the two submitted researches would be for public discourse and defense.
- The Research Director assigns panelist for the Major Term Paper for Public Defense and sets the date for the research defense.

2.2.3. Conduct of the Defense.

- Prayer to be led by the Researcher
- Opening remarks by Director of Research to introduce, among others the following:
 - Researcher and his work
 - Panelists
 - Mechanics and the grading system
- Presentation of the Research Work by the Researcher in not more than 20 minutes.
- Interpellations by the Panelists
 - The researcher takes notes of the important addenda, critiques, and suggestions from the panelists; these are to form part of the revisions prior to final submission of the research work.
 - Interpellations from the audience if there are who are interested.
- Grading by the Panelists
 - The panelists fill out the rating and the suggestion for improvement form. (Appendix 9: Major Term Paper Grading Form—with Defense)
 - The grading is computed in situ and is announced publicly (if necessary).

- Closing Rites
 - The Research gives a word of Thanks
 - Closes the session with a Thanksgiving Prayer

2.3. Grading Criteria

2.3.1. The Research Rating Variables:

- Research Scientific Criteria (RSC)

Significance of Research Issue(s)	10 pts
Defined Scope and Delimitations	5 pts
Appropriate Methodology	5 pts
Clear Research Outline and Design	5 pts
Updated Literature and Studies	5 pts
Discussion/Body	5 pts
Conclusion	5 pts
Fidelity to RST Manual on Style	5 pts
Grammar and Syntax	<u>5 pts</u>
	50 pt

- Research Relevance Criteria (RRC)

Theological	15 pts
Pastoral Relevance and Significance	15 pts
Innovativeness	10 pts
Advancement of theological Knowledge	<u>10 pts</u>
	50 pts

- Conduct of the Research Defense (CRD)

Logical Presentation	20 pts
Mastery of the Research Work	20 pts
Receptiveness to suggestions	20 pts
External comportment	20 pts
Delivery	<u>20 pts</u>
	100 pts

2.3.2. Final Grade Computation

- 60 % for Major Term Paper with Defense
- 40 % for Major Term Paper without Defense

2.3.3. Formula for Grade Computation

- Term Paper with Defense

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$$[(RSC + RRC (.70)) + [(CRD) (.30)] = PG$$

$$[(PG) + (PG) + (PG)] / 3 = TPwDG$$

- Term Paper Without Defense

$$(RSC + RRC) = TPoDG$$

- Final Grade

$$[(TPoDG) (.40)] + [(TPwDG) (.60)] = \text{Final Grade}$$

Where:

RSC	=	Research Scientific Criteria Grade
RRC	=	Research Relevance Criteria Grade
CRD	=	Conduct of Research Defense Grade
PG	=	Panelist Grade
TPwDG	=	Term Paper with Defense Grade
TPoDG	=	Term Paper without Defense Grade

2.4. Rating Matrix

96 - 100%	(1.00)	Excellent
94 - 95%	(1.25)	Very Good
92 - 93%	(1.50)	Very Good
89 - 91%	(1.75)	Good
87 - 88%	(2.00)	Good
84 - 86%	(2.25)	Good
82 - 83%	(2.50)	Fair
79 - 81%	(2.75)	Fair
75 - 78%	(3.00)	Passed
70%	(5.00)	Failed

2.5. Publication. The Director for Research determines which research work is for publication based on specific criteria.

3. Thesis

3.1. Nature. This is a major research work in order to complete the Masteral Degree at Recoletos School of Theology. A great amount of discipline and

dedication is necessary to finish a thesis research. However, there is much sense of fulfillment and joy not to mention the intellectual experience one gains after the completion of the research endeavor. The research paper is not to be less than 60 pages. Not counting the bibliographical listing.

3.2. Process and Procedure

3.2.1. The Research Problem Formulation and Choice of Adviser

- The researcher decides on the specific theological area of interest i.e. Dogma, Canon Law, Spirituality, History, Scripture, Ecclesiology etc,
- Decides on a general theological theme or topic within the area of theological interest.
- Collects initial bibliographical entries related to the theological theme that is subject for personal study and research: 15-20 books and 15-20 journal articles (local and international); plus some related studies (thesis and dissertations),
- After reading these or some bibliographical entries, the researcher formulates the particular question of interest or problem to be subjected for deeper research and study. Likewise, the researcher is to outline the possible sub-questions to the same research question.
- Catalogues the reading materials useful for the different sub-questions of the study.
- Creates a synopsis of the main question as well as the different sub-questions of the study.
- Consults a Probable Research Adviser to work with and seek guidance from. Discusses with the adviser the initial research question as well as the probable development of the research work (The choice of the adviser may also be done at the beginning of the process),
- Fills-out the Thesis proposal form (cf. Appendix 5: Major Term Paper and Thesis Proposal Submission Form), indicating the following: The Title of the Research Work, the research question and sub-questions; the research abstract and the synopsis for every sub-question, the initial bibliography. These are to be approved by the Thesis Adviser. The curriculum vitae of the Thesis adviser is also to be submitted for proper documentation.
- The approval of the theme or research questions by the Adviser and the concurrence by the Research Director signal the formal

approval of the research endeavor.

3.2.2. Application for and Proposal Defense.

- The researcher presents to the Director for Research a written Thesis Proposal document containing the following but not necessarily in the following sequence:
 - Background of the Study
 - The Statement of the Research Problem
 - The Methodology
 - Research Structure and Synoptic
 - Bibliographical List for every sub-question entry.
- The Research Director creates Panel for research defense and sets the schedule for Thesis Proposal Defense.

3.2.3. Conduct of the Proposal Defense. The thesis proposal defense will be as follows:

- Opening Prayer to be led by the Researcher
- Introduction by the Research Director to introduce among others the following:
 - The researcher and his topic
 - The adviser
 - The Panelists
 - The mechanics of the Thesis Proposal Defense
 - The grading system
- Presentation of the Research Proposal (in not more than 15 minutes)
- Interpellation by the Panelists:
 - To enhance and improve the paper,
 - To suggest some innovative slants and specific areas of theological interests,
 - Approval of the Thesis Proposal
 - Thesis Proposal will be graded according to set criteria; however, the initial grade of the thesis proposal will only be “passed” or “passed with revisions” or “failed.” Full grade will only be given at the final defense (cf. Appendix 13: Thesis Proposal Defense Grading Form),
 - Thesis proposals adjudged as “failed”, will be given back to the researcher for completion; major intervention of the panelist have to be incorporated. Unless necessary and determined by the Panel members, no second thesis proposal defense is to be conducted.

- A successful thesis proposal defense allows the researcher to pursue his research studies and entitles him for the final defense. He is to regularly consult his adviser so that he is able to finish his research immediately.
- Grading the Thesis Proposal Defense—no actual grade will be given during the thesis proposal defense. However, the paper will be judged according to the following criterion: (thesis proposal evaluation form)
 - Research Scientific Criteria (RSC)

Significance of Research Issue(s)	10 pt
Defined Scope and Delimitations	10 pt
Appropriate Methodology	10 pt
Clear Research Outline and Design	10 pt
Updated Literature and Studies	10 pt
 - Research Proposal Relevance Criteria (RPRC)

Theological	15 pt
Pastoral Relevance and Significance	15 pt
Innovativeness	10 pt
Advancement of Theological Knowledge	10 pt
 - For the proposal to gain a “passing” remark, it must achieve a rate not less than 80 %.
 - Thesis Proposal Grading Formula

$$(RSC) + (RPRC) = PG$$

$$[(PG) + (PG) + (PG)] / 3 = \text{Thesis Proposal Grade}$$

Where:

RSC = Research Scientific Criteria

RPRC = Research Proposal Relevance Criteria

PG = Panelist’s given Grade

- Final Prayer to be led by the Researcher.

3.2.4. Thesis Writing Completion

- The researcher is to religiously pursue his research study; regularly consult with his adviser and follow the RST Manual on Style determined by the institution;
- He is to consult with the office of the Director for Research concerning the progress of his research study; and the latter is to

monitor the progress of the researcher work.

- No research study will be submitted to the Office of the Research Director for final defense unless it has gone through the review of the RAT editors (language and form and style).
- If the research work is not finished on time, the researcher is to consult the office of the Research Director for some guidelines.

3.2.5. Application for Final Thesis Defense. The researcher who intends to submit his research paper for final defense has to submit to the office of the Director for Research the following for review and scheduling:

- Accomplished form for application for Final Defense (cf. Appendix 6: Final Research Defense Submission Form),
- Five Copies of his final research paper: All copies are signed by the Researcher and Endorsed by the Adviser with the note: Recommended for Final Defense. The same copies are to be signed by the Language Editor; if there is a statistical data and interpretation a certified mathematician is to affix his signature.

3.2.6. Scheduling for Final Defense.

- The Director forwards these copies to the assigned panelists for initial comments,
- At least, one of the three panelists is to give a positive approval for the research so it can be calendared for final defense. Any panelist that has a valid objection to the research paper will be consulted and asked for a written opinion, prior to the scheduling of the final defense. It will be given back to the researcher for consideration and revision.
- With the consent of the panelist as well as the adviser, the Director for Research schedules the final defense not more than a month after the submission of the paper.

3.2.7. The Conduct of the Final Defense. The final thesis defense is always a formal activity. It is the culmination of the theological training of the candidate to the degree Master of Arts in Theology having both Ecclesiastical and Civil recognitions. The final defense conduct is to proceed in an appropriate manner:

- Prayer to be lead by the Researcher
- Opening Remarks by the Director for Research to introduce, among others the following the following: The Research Topic, The Researcher, The Advisers, as well as other technical professionals, The mechanics of the Final Defense and Grading System

- Presentation of the Research Paper. It is preferable that the paper is not read, but is delivered as though giving a formal research seminar to the invited participants and guests of the research forum. The thesis seminar presentation is not to exceed thirty (30) minutes.
- Interpellation by the Panelists: (The researcher is to take notes of the important addenda, interpellations coming from the panelists; for these are to form part of the revisions in view of the final output of the research.
- Interpellations from the audience. When the panelists have exhausted their questions, the audience may be given a chance to ask and interpellate with the researcher. The researcher is to address the queries posted by the auditors also.
- The Panelist are to fill out the Rating Form on the conduct of the Research proceeding (cf. Thesis Final Defense Rating Form),
- After the exposition and the interpellation stages of the final thesis defense, Research Director together with the panelists move to a different room to deliberate on the outcome and final grade of the research paper and the conduct of the research proceeding or the researcher.
- The grade of the research work will be announced by the Dean or the Director of Research after the full computation is done.
- Announcement of the Mark (This is not obligatory depending on the decision of the panel with the consent of the Adviser, and the Director of Research). If the exact mark is not announced, a mere word of “passed” or “failed” may be indicated.
- A grade of 75-78 (3.00) is considered passed with major revisions. The researcher is to perform the following:
 - Incorporate all suggestions, revisions, and corrections done by the panelists;
 - Submit, at a time determined by the panelists, a final copy (revised) to be graded by the Panelists.
 - The second rating by the panelists is the final grade to be recorded in the TOR of the researcher.
 - A grade of failure will be addressed on a case to case basis.
- Final Words: The Thesis Adviser, The Research Director,
- The Final Prayer to be led by the Researcher.

3.2.8. Final Submission of Research Work. After a successful research de-

fense, the researcher is given the maximum of one month to accomplish all final revisions to the research work, these include among others:

- Incorporation of the recommendations, observations and addenda given by the panelists,
- Final revision by language and statistics editors (if the latter is necessary), and the form and style editor,
- Compliance to the details demanded by the RST research Manual on Styles,
- Submission to the Research Director a hard copy of the research as well as a digital copy via CD duly identified.
- The final grade in research will only be incorporated to the theologians TOR when, the final research is submitted to the Director of Research with the corresponding signatures of the Adviser, Panelist, Director of Research and the Dean.

3.3. Grading Criteria

3.3.1. The Research Rating Variables:

- Research Scientific Criteria (RSC)
 - Significance of Research Issue(s) 10 pt
 - Defined Scope and Delimitations 5 pt
 - Appropriate Methodology 5 pt
 - Clear Research Outline and Design 5 pt
 - Updated Literature and Studies 5 pt
 - Discussion or Body 5 pt
 - Appropriate or Valid Conclusion 5 pt
 - Fidelity to RST Manual on Style 5 pt
 - Grammar and Syntax 5 pt
- Research Relevance Criteria (RRC)
 - Theological 15 pt
 - Pastoral Relevance and Significance 15 pt
 - Innovativeness 10 pt
 - Advancement of Theological Knowledge 10 pt
- Conduct of the Research Defense (CRD)
 - Logical Presentation 20 pt
 - Mastery of the Research Work 20 pt
 - Receptiveness to suggestions 20 pt
 - External comportment 20 pt
 - Delivery 20 pt

3.3.2. Formula for Grade Computation

$$[(RSC + RRC) (.70)] + [(CRD) (.30)] = PG$$

$$[(PG) + (PG) + (PG)] / 3 = \text{Final Thesis Grade}$$

Where:

RSC	=	Research Scientific Criteria Grade
RRC	=	Research Relevance Criteria Grade
CRD	=	Conduct of Research Defense Grade
PG	=	Grade Given by the Panelist

3.4. Rating Matrix

96 - 100%	(1.00)	Excellent
94 - 95%	(1.25)	Very Good
92 - 93%	(1.50)	Very Good
89 - 91%	(1.75)	Good
87 - 88%	(2.00)	Good
84 - 86%	(2.25)	Good
82 - 83%	(2.50)	Fair
79 - 81%	(2.75)	Fair
75 - 78%	(3.00)	Passed
70%	(5.00)	Failed

3.5. Publication of Research. Research out-puts depending on the validity, timeliness, applicability and overall quality may be published in any publications connected to RST or RFC i.e. Quaerens, RestlessHeart, Recoletos Update, or Observer.

4. Ministry Program

4.1. Nature. A theology student may submit for his terminal paper requirement for a Masteral Degree (MAT) a Ministry Program. This project paper is highly a pastoral oriented research work. It can, among others, take on a modular form where a particular theological theme or doctrine is applied or inculturated to a particular sociological, anthropological, political, cultural context. This type of research is catechetical at its core and orientation.

4.2. Process and Procedures.

4.2.1. Preparatory Stage.

- Identify which particular field of theology a Ministry Paper is to

be written and to which particular audience application the paper will address,

- Consult a professor to guide and facilitate in the completion of the Ministry Program paper,
- Review and apply, in the conduct of the research work, ideas said in Art. III of this manual.
- In consultation with the office of the Research Director, craft a workable timetable for the research endeavor; and comply religiously the agreed timeframes,
- Consult regularly the adviser and the Research director’s office particularly,
- Submit, at an agreed time, the research output to the office of the Research Director for the scheduling of colloquium.

4.2.2. Conduct of the Ministry Program Colloquium

- Prayer to be led by the Researcher
- Presentation of the Ministry Program Research Paper
- Interpellation and Questions from Panel Members
- Questions from the audience
- Grade computations
- Announcement of the Ministry Program Grade achieved
- Final Words: Adviser
- Final Prayer

4.2.3. Final Submission of the Ministry Program Paper

- Incorporate all addenda, suggestions, and corrections by the panels,
- Have the final form signed by the Adviser,
- Submit a final copy hard and digital (pdf format) copies to the Office of the Research Director,
- Bind the final copy for submission to CHed and other appropriate authorities.

4.2.4. Grading Criteria:

- Research Scientific Criteria (RSC)

Significance of Research Issue(s)	10 pt
Defined Scope and Delimitations	5 pt
Appropriate Methodology	5 pt
Clear Research Outline and Design	5 pt
Updated Literature and Studies	5 pt
Discussion/Body	5 pt
Conclusion	5 pt
Fidelity to RST Manual on Style	5 pt

Grammar and Syntax	<u>5 pt</u>
	50 pt
• Research Relevance Criteria	
Theological	10 pt
Pastoral Relevance and Significance	20 pt
Innovativeness	10 pt
Advancement of theological idea	<u>10 pt</u>
	50 pt
• Conduct of the Colloquium (CC)	
Logical Presentation	20 pt
Mastery of the Research Work	20 pt
Receptiveness to suggestions	20 pt
External comporment	20 pt
Delivery	20 pt
	50 pt

4.2.5. Final Grade Computation Formula

$$[(RSC + RRC) (.70)] + [(CC) (.30)] = PG$$

$$[(PG) + (PG)] / 2 = \text{Final Ministry Program Grade}$$

Where:

RSC	=	Research Scientific Criteria
RRC	=	Research Relevance Criteria
CC	=	Conduct of Colloquium
PG	=	Panelist Grade

4.2.6. Rating matrix

96 - 100%	(1.00)	Excellent
94 - 95%	(1.25)	Very Good
92 - 93%	(1.50)	Very Good
89 - 91%	(1.75)	Good
87 - 88%	(2.00)	Good
84 - 86%	(2.25)	Good
82 - 83%	(2.50)	Fair
79 - 81%	(2.75)	Fair
75 - 78%	(3.00)	Passed
70%	(5.00)	Failed

Article V

The Publications

1. Quaerens

A Theologico-Pastoral Journal of the Recoletos School of Theology that publishes the researches and contributions to theological debates, updates and innovations of the faculty members and researchers of the Recoletos School of Theology and members of the Community of Recoletos Formation Center and other avid researchers.

2. Restless Heart

A Student publication of the Recoletos School of Theology.

3. BîNAH

A collection of all the abstracts of published researches by RST and RFC. This is published every five years.

4. Updates

The official newsletter of RFC published every semester

5. Observer

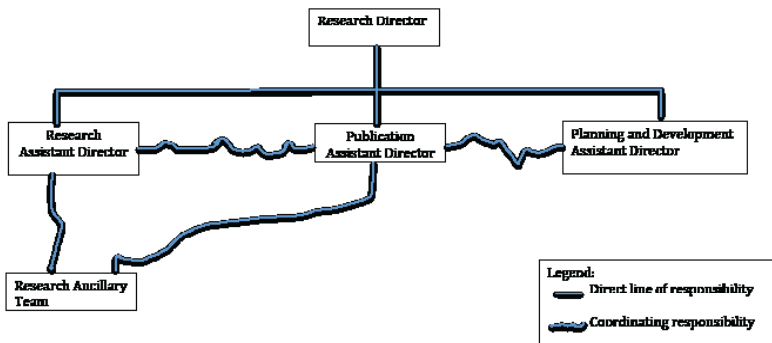
The Official newsletter of the Province of St. Ezekiel Moreno of the Order of the Augustinian Recollects

6. Recollect Series

A Collection of articles and researches about the Order of the Augustinian Recollects and the Province of St. Ezekiel Moreno's History, Legacy, Culture and various Contributions to culture and nation building.

Appendices

Research, Planning and Development Organizational Chart



Five-Year Development Program for Research, Publication and Planning and Development Office

To develop a Culture of Research, Publication, Planning and Development

To align all research endeavors into the publication of Quaerens and have Quaerens become a refereed journal recognized by CHED and other accrediting institution.

- 1.1. Consolidate research endeavors of RST and RFC
- 1.2. Review Research program and manuals
- 1.3. Align to NHERA 2 if possible
- 1.4. Strengthen research capabilities of theology students
- 1.5. Promote theological Pastoral research agenda
- 1.6. Publication of Recollect Related Researches
- 1.7. Promotion of Quaerens for journal exchange
1. To be the publication center for both RFC and RST
 - 2.1. To consolidate all publication endeavors of the institution,
 - 2.2. To establish a manual on the processes and procedures of publication endeavors,
 - 2.3. To standardize publication outputs,
2. To help in the conduct of planning and evaluation of programs for RFC
 - 3.1. Collate details and disseminate the institutional Calendar of Activities for RFC
 - 3.2. To be the data bank for all planning, implementation, and evaluation of the institution

National Higher Education Research Agenda (NHERA) 2

1. Improve research capability of HEIs, particularly the Philippine universities whose main business is to generate knowledge towards international competitiveness;
2. Enhance research productivity of HEIs in distinctive areas of competence;
3. Generate knowledge/technologies needed for:
 - 3.1. International, national and regional higher education development,
 - 3.2. Policy/plan formulation, particularly for higher education,
 - 3.3. Developing innovative programs in cutting edge higher education fields (e.g. nanotechnology, biotechnology, information and communications technology, and materials science); and
 - 3.4. Advancing the frontiers of knowledge in the disciplines; and
4. Promote and facilitate dissemination and utilization of research outputs.

Translation Proposal Form

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Title of Document for Translation:

Importance of the Translation:

Target Language: _____ Receptor Language: _____

Adviser: _____

Translation Time Table:

Chapters/ Paragraphs	Week 1 - 2	Week 3 - 4	Week 5 - 6	Week 7 - 8	Week 9 - 10	Week 11-12	Week 13-14	Week 15-16

Expected Date of Submission: _____

Translator's Signature

Research Director's Approval

Major Paper and Thesis Proposal Submission Form

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Nature of Research:

Major Term Paper Thesis

Title of Research(s)

Adviser

(Name and Signature)

Research Time Table:

Research out-put	Week 1 - 2	Week 3 - 4	Week 5 - 6	Week 7 - 8	Week 9 - 10	Week 11-12	Week 13-14	Week 15-16
Intro								
Body								
Conclusion								
Revision								
Final Form								

To be attached as supplementary documents are the following:

1. Thesis Proposal
2. Bibliography

 Researcher's Signature

 Research Director's Signature

Research Final Submission Form

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Nature of Research:

Major Term Paper Translation Thesis

Topic(s)

Adviser:

Name and Signature:

N.B. To be attached are five (5) hard copies of the research work for distribution to the panelists and readers.

Signature of Researcher

Panelists: _____

Date of Defense: _____

Research Director's Signature

Translation Format

Target Language Document

Title of Document for Translation:

Author of the Document
Date

Other Important Details of the Document

Receptor Language Document

Pamagat ng Isasaling Documento:

May Akda:
Petsa

Mga Mahalagang Detalye sa Documento

¶ 1.

¶ 2.

¶ 3.

Footnotes:

¶ 1.

¶ 2.

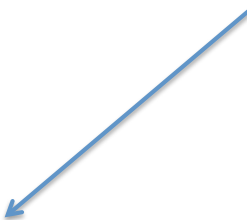
¶ 3.

Footnotes:

Cover Page Format

TITLE (ALL CAPS)

- Thesis Proposal
- Thesis
- Major Term Paper
- Translation



A _____ Submitted
to the Graduate School Faculty
of Recoletos School of Theology

In Partial Fulfillment
of the Requirements for the Degree of
Master of Arts in Theology

Name: _____
Quezon City, Philippines
-Year-

Translation Grading Format

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Topic:

Criteria:

Actual Grade	Criteria for Grading	Highest Grade
	Fidelity of the Translation to the Original	30 pt
	Readability and Understandability of Translation work	30 pt
	Fidelity to Time Table	20 pt
	Importance and Relevance of Translation	20 pt
	Total	

Grading Formula:

$$[(GoA) (.60)] + [(GoR) (.40)] = \text{Translation Grade}$$

Where: GoA = Grade given by the Adviser
 GoR = Grade Given by Readers

Translation Grade: _____

Equivalent rating: _____

Approvals:

Adviser

Reader

Research Director

96 - 100 pt	1.00	Excellent
94 - 95 pt	1.25	Very Good
92 - 93 pt	1.50	Very Good
89 - 91 pt	1.75	Good
87 - 88 pt	2.00	Good

84 - 86 pt	2.00	Good
82 - 83 pt	2.50	Fair
79 - 81 pt	2.75	Fair
75 - 78 pt	3.00	Passing
70 pt	5.00	Failed

Major Term Paper Grading Form (with Defense)

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Topic:

Grading Criteria:

Research Scientific Criteria (RSC)		
	Significant research issue	10 pt
	Defined scope and delimitations	5 pt
	Appropriate methodology	5 pt
	Relevant related studies and literature	5 pt
	Clear research outline and design	5 pt
	Logical arrangement of discussion/body	5 pt
	Significant conclusion	5 pt
	Fidelity to RST Manual on Style	5 pt
	Grammar and Syntax	5 pt
Total		

Research Relevance Criteria (RRC)		
	Theological	15 pt
	Pastoral	15 pt
	Innovative	10 pt
	Advances Theological Knowledge	10 pt
Total		

Formula of Grade Computation

$$[(RSC + RRC) (.70)] + [(CRD) (.30)] = PG$$

$$\frac{PG + PG + PG}{3} = MTPG$$

Where:

RSC = Research Scientific Criteria

RRC = Research Relevance Criteria

CRD = Conduct of Research Defense

PG = Panelist Grade

MTPG = Grade of the Major Term Paper

Conduct of Research Defense (CRD)		
	Logical Presentation	20 pt
	Mastery of Research	20 pt
	Receptiveness to Suggestions	20 pt
	External Comportment	20 pt
	Delivery	20 pt
Total		

Panelist Grade: _____ + _____ + _____
3

MTPG: _____

Panelists Signature: _____

Research Director: _____

Major Term Paper Grading Form (without Defense)

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Topic:

Research Criteria:

Research Scientific Criteria (RSC)		
	Significant research issue	10 pt
	Defined scope and delimitations	5 pt
	Appropriate methodology	5 pt
	Relevant related studies and literature	5 pt
	Clear research outline and design	5 pt
	Logical arrangement of discussion/body	5 pt
	Significant conclusion	5 pt
	Fidelity to RST Manual on Style	5 pt
	Grammar and Syntax	5 pt
Total		

Research Relevance Criteria (RRC)		
	Theological	15 pt
	Pastoral	15 pt
	Innovative	10 pt
	Advances Theological Knowledge	10 pt
Total		

Formula for Grade Computation:

$$(RSC + RRC) = TPoG$$

Where:

RSC = Research Scientific Criteria

RRC = Research Relevance Criteria

TPoG = Term Paper Grade without Defense

Research Evaluator _____
Signature

Research Director _____
Signature

Major Term Paper Final Grading Form

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Topic 1 (With Defense)

(Grade _____)

Topic 2 (without Defense)

(Grade _____)

Formula for Grade Computation:

$$[(TPoG) (.40) + [(TPG) (.60) = \text{Final Grade}$$

Where:

TPwDG = Term Paper with Defense Grade

TPoDG = Term Paper without Defense Grade

96 - 100 pt	1.00	Excellent	84 - 86 pt	2.00	Good
94 - 95 pt	1.25	Very Good	82 - 83 pt	2.50	Fair
92 - 93 pt	1.50	Very Good	79 - 81 pt	2.75	Fair
89 - 91 pt	1.75	Good	75 - 78 pt	3.00	Passing
87 - 88 pt	2.00	Good	70 pt	5.00	Failed

Final Grade of Two Major Term Papers: _____

Rating _____

Research Director _____

Thesis Proposal Defense Grading Form

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Topic:

Grading Criteria:

Research Scientific Criteria (RSC)		
	Significant research issue	10pt
	Defined scope and delimitations	10pt
	Appropriate methodology	10pt
	Clear research outline and design	10pt
	Updated Literature and Studies	10pt
Total		

Research Relevance Proposal Criteria (RPRC)		
	Theological	15 pt
	Pastoral	15 pt
	Innovative	10 pt
	Advances Theological Knowledge	10pt
Total		

Formula for Grade Computation:

$$(RSC) + (RPRC) = PG$$

$$\frac{PG + PG + PG}{3} = \text{Thesis Proposal Grade (TPG)}$$

Panelist _____
Signature

Panelist's Grade (PG) _____

Thesis Proposal Grade (TGP) _____

Remarks:

Passed: ____

Failed: ____

Research Director _____

Thesis Final Defense Raing Form

Date:

Contact Details:

Name:

email add.

Congregation or Diocese:

Mobile Phone no.

Topic:

Grading Criteria:

Research Scientific Criteria (RSC)		
	Significant research issue	10 pt
	Defined scope and delimitations	5 pt
	Appropriate methodology	5 pt
	Relevant related studies and literature	5 pt
	Clear research outline and design	5 pt
	Logical arrangement of discussion/body	5 pt
	Significant conclusion	5 pt
	Fidelity to RST Manual on Style	5 pt
	Grammar and Syntax	5 pt
Total		

Research Relevance Criteria (RRC)		
	Theological	15 pt
	Pastoral	15 pt
	Innovative	10 pt
	Advances Theological Knowledge	10 pt
Total		

Conduct of Research Defense (CRD)		
	Logical Presentation	20 pt
	Mastery of Research	20 pt
	Receptiveness to Suggestions	20 pt
	External Comportment	20 pt
	Delivery	20 pt
Total		

Formula of Grade Computation

$$[(RSC + RRC) (.70)] + [(CRD) (.30)] = PG$$

$$\frac{PG + PG + PG}{3} = FTG$$

Where:

- RSC = Research Scientific Criteria
- RRC = Research Relevance Criteria
- CRD = Conduct of Research Defense
- PG = Panelist Grade
- FTG = Final Thesis Grade

54 Writing Theology: A Research Manual

Panelist Grade: _____ + _____ + _____
3

Final Thesis Grade: _____ Rating: _____

Panelists Signature: _____

96 - 100 pt	1.00	Excellent
94 - 95 pt	1.25	Very Good
92 - 93 pt	1.50	Very Good
89 - 91 pt	1.75	Good
87 - 88 pt	2.00	Good

84 - 86 pt	2.00	Good
82 - 83 pt	2.50	Fair
79 - 81 pt	2.75	Fair
75 - 78 pt	3.00	Passing
70 pt	5.00	Failed

Research Director _____

