



# Trinity Theological College

## Chen Su Lan Scholarship

For Doctor of Theology study

**Information for Applicants**

and

**Application Form**



## **Introduction**

The Chen Su Lan Scholarship is established by Trinity Theological College, Singapore (TTC) with funds provided by the Donor, the Chen Su Lan Trust (CSL Trust) for **Doctor of Theology (DTh) study at TTC**. The Scholarship is named in honour of Dr Chen Su Lan, whose Methodist faith was exemplified in a life of social service to the community.

The objective of this Scholarship is to assist the training and development, at doctoral level, of persons who are engaged in Christian ministries or theological education within Asia — so as to bring about maturation in the study and teaching of theology in Asia, and, in turn, to help the Asian Church play an effective role in the betterment of Asian societies.

## **Eligibility**

Potential applicants must fulfil the following criteria. They must:

1. Be citizens or permanent residents of an Asian country.
2. Be members of a Protestant church of good standing.
3. Be presently teaching theological subjects in an Asian seminary or university, or having oversight of a church ministry in Asia.
4. Be endorsed by their Home Institutions and are, consequently, earmarked for faculty or leadership development.
5. Have the undertaking of the Home Institution to continue paying at least 1/3 of their last drawn salary for each year during their time of study.
6. Have at least an advanced Master degree in a theological subject (e.g. MA, MTh, STM, ThM).
7. Have a sound and exemplary character.

## **The Application Process**

Applications for the Scholarship are to be made on the prescribed form that may be obtained from TTC. Together with this, the following documents must also be submitted:

1. An official letter from the Home Institution, certifying that the applicants are earmarked for faculty development and that they will be paid at least 1/3 of their last drawn salary for each year during their time of study at TTC.
2. Two academic references and two professional references.
3. A copy of the letter of acceptance into the DTh programme of TTC.
4. A thesis proposal.
5. An indicative budget.
6. Details of any other scholarships, bursaries, awards or other forms of financial support that the applicant is also holding or applying for.

If they wish to do so, applicants may also provide the following supplementary information with their Application:

7. Details of any financial circumstances in support of their application for this Scholarship.
8. A statement (not exceeding 1,000 words) of his or her plans and objectives upon completion of the programme, with reference to the aims and objectives of this Scholarship and the Selection Criteria for it.

The completed form, together with the supporting documents, is to be submitted to:

The Scholarship Committee  
Trinity Theological College  
490 Upper Bukit Timah Road  
Singapore 678093  
Republic of Singapore

Applications must be received no later than **15 April** of the year the student wishes to commence his/her studies.

### **The Selection Process**

Applications for the Scholarship are considered once a year, during the month of May. While eligible doctoral students of any theological discipline are welcome to apply, priority is, however, given to those:

1. Who are from developing countries.
2. Whose potential contribution to the development of theological studies in their communities is judged to have high strategic value (e.g. pioneering a theological college; spearheading a ministry or programme; representative of an underprivileged group or minority).
3. Whose thesis projects are related to the interpretation of Scripture, or the contribution of Christianity to community-building and fostering the Christian spirit of service to improve the conditions of the less privileged in society.
4. Whose academic ability is outstanding.

While the financial circumstances of the applicant will be one of the factors taken into consideration, the other criteria outlined above will also be taken into account in the selection of recipients for the Scholarship.

One Scholarship is available to be awarded each year. At the discretion of the Donor, an additional Scholarship may, from time to time, be awarded in the same year. In the event that TTC considers that there are no suitable candidates in a particular year, TTC reserves the right not to nominate any recipients for the Scholarship that year.

All decisions made by the Scholarship Committee will be final, and no appeal will be entertained.

### **Value of Award**

The Scholarships have a tenure of three years. Only in very exceptional cases may they be extended by an additional year. They cease when the award holders complete their programmes. Each scholarship provides the recipient with the following:

1. Tuition fees, and all fees relating to the academic aspect of the programme for up to three years.
2. Board and lodging at TTC for up to three years.
3. Approved airfare for one trip to Singapore to start the programme, and one trip back to the home country upon completion of the programme.
4. An initial arrival allowance, including visa reimbursement where applicable.

5. A monthly stipend, the amount of which is dependent on the applicant's financial circumstances and as determined at the discretion of TTC.

### **Undertaking by Home Institution**

As one of the objectives of the Scholarship is to facilitate and develop the skills and capacity of Home Institutions to further their work, applicants for the Scholarship are also required to obtain the following undertakings from their Home Institution before an application can be considered:

1. That the applicant is fully endorsed by the Home Institution.
2. That the applicant is on their faculty or leadership development plan.
3. That the Home Institution continues to pay the applicant at least 1/3 of his/her last drawn salary for each year of the entire period of the programme; and provides details regarding the amount of the reduced salary that would be paid each year to the applicant.

If the Home Institution should require that the applicant be bonded to work for a period of time following his/her graduation, the applicant should also provide a copy of:

4. An agreement between the Home Institution and the applicant regarding the period that the applicant will be bonded to return to work for the Home Institution upon his/her completion of the programme. (These arrangements are at the discretion of the Home Institution but it is anticipated that this would be for a minimum term of 3 years and for a maximum term of 5 years.)

### **Undertaking by Recipient**

The Scholarship is tenable only at TTC, and the recipient must undertake the following:

1. To reside in Singapore during term time, unless explicit permission from TTC has been granted.
2. To devote his/her time and energy to his/her studies to ensure satisfactory progress and completion.
3. To write a yearly report to TTC about his/her progress for provision by TTC to the Donor.
4. To return to his/her Home Institution to serve upon completion of the doctoral studies.
5. Not to seek employment in Singapore for at least three years after the completion of his/her studies.
6. Not to hold concurrently any other scholarship, fellowship or bursary, without the specific written approval of TTC.
7. That the recipient accepts and will abide by all the terms and conditions of this Scholarship.

### **Disqualification and Cessation**

TTC reserves the right to reduce, suspend or terminate the Scholarship immediately, and without notice, if the recipient:

1. Commits a criminal offence.
2. Conducts himself/herself in manner that compromises academic integrity.
3. Is disciplined by TTC for breach of its regulations.
4. Is expelled by TTC.
5. Participates in activities or acts in a manner which is detrimental to the good witness of Christianity.

6. Is found to have been dishonest in any aspect of the application process.
7. Breaches any of the terms and conditions herein.

TTC may reduce, suspend or terminate the Scholarship with a 60-day notice if the recipient:

1. Shows poor progress in his/her studies.
2. Switches to a thesis project that is different from that which was first submitted together with the Scholarship application, and where the new thesis project is not considered by TTC to be acceptable or consistent with the basis on which the applicant has been selected for the Scholarship.
3. Has acted in a manner deemed to have compromised the reason(s) for which the Scholarship was awarded.

While the recipient will be given fair and reasonable opportunities by TTC to explain or exonerate himself/herself, all decisions made by TTC regarding the reduction, suspension or termination of the Scholarship will be final, and no appeal will be entertained.

### **General Terms and Conditions**

Applicants should be aware of the following terms and conditions:

1. TTC and the CSL Trust each reserves their rights to publish the names of the recipients of the Scholarship on their website or any publication that is linked to it.
2. Acknowledgment must be made in the completion of their thesis projects on the preface page of their doctoral theses, published or unpublished, that "This doctoral thesis was completed with the support of a Scholarship from Trinity Theological College with funds provided by the Chen Su Lan Trust. Any views or opinions contained in this document are the author's and should not be taken to represent the views of Trinity Theological College or the Chen Su Lan Trust."
3. The recipients must not undertake paid employment in any form during the tenure of their Scholarships without the prior approval of TTC.
4. The recipients will not implicate the Donor, the CSL Trust, in any infringement of propriety or laws; or do any actions which cause the name of the Donor to be brought into disrepute.
5. The recipients will indemnify the CSL Trust against any accidents or illnesses that may occur in the course of their studies.
6. Applicants are excluded from all future applications of the CSL Scholarships if they are found to have been dishonest in any aspect of the application process.
7. The recipients may, in their publications and curriculum vitae, state that he/she is a recipient of the "Trinity Theological College Scholarship with funds provided by the Chen Su Lan Trust" but in the event that the recipient's Scholarship is terminated or suspended, that he/she will immediately cease making references to his/her having been a recipient of this Scholarship.
8. TTC and the CSL Trust reserve the right to pursue legal action against any recipient, past or present, if he/she has acted fraudulently in obtaining the Scholarship or breached any of the terms and conditions of this Scholarship.
9. All terms and conditions of this Scholarship are subject to the laws of Singapore.



# TRINITY THEOLOGICAL COLLEGE

## THE CHEN SU LAN SCHOLARSHIP

for Doctor of Theology (DTh) study at Trinity Theological College (TTC)

### APPLICATION FORM

**Applicant Details**

Surname/Family Name .....

Other Names .....

Date of Birth (DD/MM/YYYY) ..... Gender .....

Correspondence Address .....

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Telephone ..... Email .....

Permanent Address (if different from above) .....

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Nationality .....

Are you of Asian origin?     Yes     No

Church Membership ..... Denomination .....

**Academic Qualifications**

List all degrees held

Institution	City + Country	Year From	Year To	Degree

**Work Experience**

Period	Employer	Position Held	Reasons for Leaving

**Christian Ministry Experience**

List ministries in churches or Christian organisations in which you have participated, stating your role and the period involved.

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Are you on a faculty development plan?  Yes  No

## Research Proposal

Proposed start date: .....

Have you been admitted into TTC's DTh Programme?  Yes  Pending

Title of topic:

Brief description of research project:

## Personal Statement

Describe briefly your aspirations or plans and how a TTC doctoral degree can help you realise them.

**Financial Information**

Indicative Budget

Requested Amount (p.a. + other incidentals) .....

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**Other Information**

List scholarships currently held or being applied for:


## Declaration and Disclosure of Information

I have read and understood the terms and conditions of the Chen Su Lan Scholarship. I confirm that, to the best of my knowledge, the information given in this application form is complete and accurate. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application can invalidate it.

I also consent to the disclosure of the personal information given on this form to the relevant recipients within Trinity Theological College, for purposes related to my application for the Chen Su Lan Scholarship, and as required by protocol between the College and the Chen Su Lan Trust.

Applicant's signature ..... Date .....

## Checklist

The following documents should also be submitted with the completed application form:

- Academic transcripts
- Qualification certificates
- TTC's acceptance letter (if available)
- Two academic references
- Two professional references
- Endorsement by Sending Institution/Organisation
- Undertaking by Sending Institution/Organisation

### Scholarship Office Contact Details

CSL Scholarship Committee

Trinity Theological College

490 Upper Bukit Timah Road

Singapore 678093

Republic of Singapore

Tel: 67676677 Fax: 67676477 Email: [registrar@ttc.edu.sg](mailto:registrar@ttc.edu.sg)