

LUTHER RICE UNIVERSITY

Providing theological education to Christian ministers and leaders around the world

**DOCTOR OF MINISTRY
F-1 STUDENT VISA
RESEARCH GUIDELINES INFORMATION PACKET**

The following information must be given to any F-1 Visa Doctor of Ministry student upon the matriculation of research. The memorandum of understanding must be signed by both student and Advisor then a copy placed in the student file located in the records room of the Registrar's Office.

MEMORANDUM OF UNDERSTANDING

The following terms and conditions are to be understood and adhered to by the Doctor of Ministry F-1 Visa student:

- All International students are required by law to maintain a full-time student status.
- Doctor of Ministry F-1 Visa students may engage in research without simultaneously registering for 3 courses.
- A full time schedule for an F-1 Visa Doctor of Ministry student can include the following scenarios:
 - 9 credit hours of course work
 - 12 clock hours per week engaged in research with no course registration except Major Ministry Project
 - A combination of course work and 12 clock hours per week engaged in research
- No Doctor of Ministry I-20 student can complete less than 12 clock hours per week of investigative study while engaged in research
- Doctor of Ministry students must complete 12 clock hours per week engaged in research when not registered for any course work.
- Doctor of Ministry students must complete 12 clock hours per week engaged in research when registered for less than 9 credit hours of course work per semester.
- Doctor of Ministry F-1 Visa students **will not** be granted extensions to complete research in the United States. The 5 year maximum program completion allotment will be strongly enforced by the Graduate Dean and Graduate Committee members.
- All Doctor of Ministry F-1 Visa students must submit a weekly or monthly, as determined by student and Advisor, detailed research report (see attached layout below) while completing Major Ministry Project research regardless of the student course load.
- All Luther Rice University financial policies and procedures apply to Doctor of Ministry F-1 Visa students while registered in course work and/or research.
- Doctor of Ministry F-1 Visa students who fail to submit satisfactory, timely and detailed research reports will be in violation of I-20 maintenance and reported in SEVIS.

I have read all terms and conditions listed above and will comply with them throughout the duration of my studies in the Doctor of Ministry program at Luther Rice University College & Seminary. My Advisor has reviewed the policies and research report guidelines with me and I understand and agree to all terms and conditions thereof. Finally, I have received a copy of this memorandum of understanding, the research report guidelines, and the sample report layout.

Student Name (Print)

Student Name (Sign)

Date

Advisor Name (Print)

Advisor Name (Sign)

Date

RESEARCH REPORT GUIDELINES

All research reports must be submitted no later than Friday of each week or the 5th business day of the month as determined by student and Advisor.

All reports should reflect Doctoral level status in terms of appearance, content, layout, design and submission method. Please refrain from faxing reports, and LRU will not accept handwritten submissions. E-mailed reports should be submitted as an attachment not the body of the message.

All reports must include the following:

- Date and time (in clock hours) of research
- A detailed explanation of clock hours either in written or graph form including day, hours, tasks completed and all research dates reported (see sample report layout on next page)
- Student's name and identification number
- A subject line which briefly details the nature of the student's Major Ministry Project
- An overview of the information obtained during research
- A detailed explanation of interviews, evaluations, programs, and any other activities completed. These details should reflect how the information gathered will accomplish the goal of the Major Ministry Project. Interview participants may remain anonymous but the nature and content of the sessions must be submitted within the detailed explanation section of the report
- A book report including book names and page numbers using the Turabian bibliography and selected bibliography formats
- All completed reading material must be accompanied by a one to two-page summary

SAMPLE REPORT LAYOUT

Date: _____

Student Name: _____ Student I.D.: _____

Total Research Clock Hours: _____ Research Dates Reported: _____

Submission Agreement: Weekly Monthly

Subject: _____

Clock Hours Detail Log

| Day/Date | Hours | Tasks Completed | Summary |
|-----------------|--------------|------------------------|----------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |

Research Overview:

Detailed Explanation:

How this research will contribute to my Major Ministry Project:

BOOK REPORT

Book List (Turabian bibliography and selected bibliography formats):

Attach reading summary(s) here: