

# Global Association of Theological Studies



## Overview of The GATS Program

# Introduction to GATS



The mission of the Global Association of Theological Studies (GATS) of the United Pentecostal Church International (UPCI) and its membership nations, is to provide a flagship international training program of excellence that serves to develop and equip men and women to reach their maximum potential in apostolic ministry.

## Scriptural Mandate for GATS

“The Teacher searched to find just the right words, and what he wrote was upright and true” (Ecclesiastes 12:10, *NIV*).

“Go and make disciples of all nations” (Matthew 28:19, *NIV*).

“Go...teach all nations...Teaching them to observe all things whatsoever I have commanded you” (Matthew 28:19-20, *KJV*).

“And the [instructions] which you have heard from me along with many witnesses, transmit and entrust [as a deposit] to reliable and faithful men who will be competent and qualified to teach others also” (2 Timothy 2:2, *AMP*).

## Motto of GATS

“Pursuing Ministerial Excellence”

## Comprehensive Objectives of GATS

Our comprehensive objectives (expected results) include:

**Preserving the Message.** Nurture a faith community and a center of life-long learning to preserve apostolic doctrine for generations to come (2 Timothy 2:2; Philippians 3:1; 2 John 1-2). Equip ministers to continue steadfastly in the apostle’s doctrine (Acts 2:42; Hebrews 2:1); and to defend it within their cultural context (Jude 3; 1 Peter 3:15).

**Providing the Methods.** Explore the needs of a diverse and ever-changing society and develop innovative print and non-print training and learning resources that are relevant to our cross-cultural environment. At the same time, such resources remain biblical and faithful to God’s Word.

**Producing the Ministry.** Prepare Spirit-filled, Spirit-empowered, and Spirit-directed students for excellence in apostolic ministry (Ephesians 4:11-12).

**Propagating the Mission.** Train and motivate students to possess a vision for, and participation in, global evangelism—preaching and teaching the whole Gospel to the whole world (Proverbs 29:18; Luke 24:47). Cultivate leadership development to facilitate and sustain the harvest the Lord continues to give His Church.

**"The Future of the church in a nation  
depends on the health of the Bible School."**

Shane Hayes



## Current GATS Statistics:

- 115 Membership Nations
- 474 GATS Bible Schools
- 10 Nations with pending applications

Note: Global Missions currently has 485 Bible Schools in 120 nations and territories.  
96% are GATS Membership Nation Bible Schools

- 12,278 GATS Bible School students last year
- Global Missions reported a total of 12,473 students
- 98% were GATS students
- 3923 GATS Graduates last year
- Global Missions reported a total of 3885 Graduates
- 99% were Graduates from GATS Bible Schools

## GATS Websites:

GATS currently has websites in English, French, Spanish and Portuguese:

English: [www.gatsonline.org](http://www.gatsonline.org)

French: [www.agetenligne.org](http://www.agetenligne.org)

Spanish: [www.agetenlinea.org](http://www.agetenlinea.org)

Portuguese: [www.agetonline.org](http://www.agetonline.org)

## Administrative Structure:

**The Global Education Committee (GEC)** is the governing body of GATS, and it consists of:

- 1) General Director of Global Missions – Ex Officio
- 2) Director of Education/Director of GATS (Chairman)
- 3) Coordinator of the Global Association of Theological Studies (Co-Chairman)
- 4) Global Missions Regional Directors
- 5) Regional GATS Representatives
- 6) Coordinator of GATS Translations
- 7) North American UPCI Bible School/University Representative (2-year term)
- 8) Pentecostal Resources Group Representative (2-year term)
- 9) Global Educator Representative (Rotating Consultant – 2-year term)
- 10) Record Secretary

# How GATS Operates



- 1) GATS is administrated through the Global Education Committee (GEC).
- 2) GATS membership nations agree to use the GATS curriculum and comply with GATS policy as stated in this manual.
- 3) GATS offers a core curriculum in five levels.
- 4) Annual faculty development seminars help train and equip Bible school faculty.
- 5) Regional and Subregional GATS Representatives promote GATS and assist GATS nations in their region.
- 6) GATS oversees textbook/curriculum development for courses for which we need more resources. This is coordinated through the GATS Curriculum Development Committee (CDC).
- 7) GATS develops and maintains websites in major world languages that include individual subject course objectives, course outlines, recommended textbooks, course packs, and other important documents and information.
- 8) Translation is a significant component of GATS. We are working to make our courses available in major world languages. Our immediate priorities are English, Spanish, French, Portuguese, Russian, Hindi, Arabic, and Mandarin. Additionally, many nations around the world are translating GATS materials into local languages. GATS will work with nations desiring to do so.
- 9) The bachelor's degree program is currently being launched in several nations. This level of study currently focuses on national leadership and Bible school faculty.
- 10) Course packet resources, providing supplementary material for all our courses, are currently being compiled and translated.

## Global Education Insights Newsletter

GATS provides a bi-annual 'Global Education Insights' newsletter with updates, reports, announcements, and resources. This newsletter is available in English, French, Spanish, and Portuguese and will be sent via email to membership nations.

## Appointments to GATS

The Director of Education and Short-Term Missions, by virtue of appointment, serves as the “Coordinator of the Global Association of Theological Studies.” This office is currently filled by Rev. Jim Poitras. The Global Missions Board, at their discretion, may appoint an “Assistant Coordinator of Global Association of Theological Studies”. In 2017, Rev. Brad Thompson was appointed to this position.

## Current Regional Representatives

Region	Regional Representative
Africa	Rev. Steve Phelps
Asia	Rev. Prince Mathiasz
Central America/Caribbean	Rev. Brad Schreckhise
Europe	Rev. Robert Kelley
Pacific	Rev. Troy Wickett
South America	Rev. Aaron Anderson
Eurasia-North Africa	Rev. Nancy Mansfield

## Communication with GATS Administration

GATS membership nations are asked to communicate all questions and concerns with their subregional or regional GATS Representative.

The International GATS office email is [GATS@upci.org](mailto:GATS@upci.org)

# Membership



## ~Why do you use the term membership nation rather than membership school?

There is only one application to GATS per nation. This application covers all national training programs, rather than submitting an application for each school and training program.

We also want to ensure that the school or training program has permission from its national board before processing an application. A local church could be authorized/approved, while other schools nationwide are not involved. However, we would still need approval from the national or general board of the nation.

## ~What are the requirements for becoming a membership nation of GATS?

**“Training is the most effective way to reach a nation”**

Brad Thompson  
*Missionary*

Any nation can apply, and the application should typically come from and through the national board.

Application is made by completing the provided application forms. Application forms are available on the GATS website under the “Resource” tab or in “Appendix A” of this manual.

Each membership nation pledges to adopt the GATS curriculum, which is defined as all required subjects, suggested electives, total classroom hours, and course objectives set forth by GATS.

Membership nations must comply with the teacher qualifications stipulated by GATS and provide all required reports and fees to maintain membership.

## ~What is the procedure for obtaining membership status?

### Intent Status ~

To initiate the application process, a potential membership nation or school should send a “letter of intent” to the Director of Education/Short-term Missions at [jpoitras@upci.org](mailto:jpoitras@upci.org). The nation could also begin this process by sending the application form and other pertinent documents.

### Applicant Status ~

The coordinator screens the forms upon receipt of the application. If adjustments are needed, the coordinator makes appropriate comments and returns the application or explanation letter to the applicant nation.

If the application appears to be complete, a letter will be sent to the applying nation stating that the application has been received, is on file, and will be reviewed by the Global Education Committee for approval into membership status. Applications received throughout the year when the Global

Education Committee is not in session are approved by the Application Review Committee. This comprises the Director of Education/Short-term Missions, the Assistant Coordinator of GATS, the corresponding Regional GATS Representative, and the Regional Director.

Once the application has been received, and until it is approved, the applying nation is viewed as having applicant status with GATS.

## **Membership Status ~**

When approval is given, a certificate verifying membership will be sent to the applying nation.

Status is subject to reevaluation every three years for continued compliance with GATS requirements. Under the “Resource” tab on the GATS website, and in “Appendix C” of this manual, there is a Membership Reevaluation form that the national Bible School administrator should fill out. It must be signed by the Bible School administrator and the superintendent/president of the UPC in said country. This communication should be sent to the GATS representative of the region, who will verify that everything is in order and then send it to [gats@upci.org](mailto:gats@upci.org).

If problems become evident at any time, the membership nation and its training programs will be advised and allowed to correct them as per the recommendations of the GATS administration. The membership nation will be given three months to comply. Failure to maintain the GATS standards may result in the removal of membership status.

## **~What provision is there for nations that may need time to transition to GATS?**

Membership status will be allowed if the applying nation indicates a transitional process and works diligently toward it.

## **~How can we receive a copy of the GATS membership application?**

To receive an electronic copy, email [GATS@upci.org](mailto:GATS@upci.org) or visit <http://gatsonline.org> under the “Resource” tab. The current application fee is USD 100.00, and payment or instructions for payment should accompany the application.

## **~Where do we send the application?**

Rev. James Poitras, Coordinator  
Global Association of Theological Studies  
36 Research Park Ct  
Weldon Spring, MO  
USA 63304

Or: [JPoitras@upci.org](mailto:JPoitras@upci.org)

## Levels of Study

GATS offers five levels of education with a core curriculum based on required classroom hours, clearly stated course objectives, and recommended textbooks.

GATS Level of Study	Objective	Classroom Hours
Certificate of Theology in Foundational Biblical Studies	Basic Bible Knowledge	150
Intermediate Diploma of Ministerial Development		300
Diploma of Ministerial Development	Ministerial Development I	600
Associate of Theology Degree	Ministerial Development II	750
Bachelor of Theology Degree	Educators / National Leadership	510

A total of 1,500 classroom hours would merit an associate degree, and a total of 2,010 classroom hours would earn a bachelor's degree. This is in keeping with colleges' standard requirements.

The bachelor's degree program includes credit for various options of work-life experience, the GATS associate degree or its equivalent, and a thesis. The bachelor's degree level is currently being launched in several nations.

*"GATS brings uniformity while allowing you to be unique."*

Nick Sisco  
Missionary

## Curriculum Structure

Listed below are the courses that make up each level of education.

### First Level

#### Certificate of Theology In Foundational Biblical Studies

Course Number	Course Name	Classroom Hours
101	Acts	24
102	Bible Introduction	24
103	Christian Living	24
104	Pentecostal Doctrine	30
105	Life of Christ I	24
106	Evangelism	24
	<b>Total Hours</b>	<b>150</b>

This would be the minimum required standard for the Certificate Level issued and signed by Global Missions. A membership nation or school can offer these courses with more classroom hours (it would just be considered elective hours).



Second Level  
**Diploma of Ministerial Development**

<b>Course Number</b>	<b>Course Name</b>	<b>Classroom Hours</b>
201	Old Testament Bible Survey	30
202	New Testament Bible Survey	30
203	Biblical View of Missions	24
204	Spiritual Leadership I	24
205	Life of Christ II	24
206	Tabernacle	24
207	Ministerial Ethics	24
208	Evangelism II	24
209	Bible Doctrine I	36
210	Bible Study Methods	24
211	Church Planting	24
212	Christian Educations	24
213	Family Life	24
214	Homiletics	24
215	Prayer and Fasting	24
216	Practical Holiness	24
217	Spiritual Gifts	24
218	Stewardship	24
219	Ministerial Development I	24
	<b>Core Curriculum Hours</b>	<b>480</b>
	<b>Elective Hours</b>	<b>120</b>
	<b>Total Classroom Hours</b>	<b>600</b>

Third Level  
**Intermediate Diploma Level**

For those who are unable to attain the number of classroom hours required for the complete diploma level, we do offer the option of an intermediate diploma. Upon completion of the Certificate Level of GATS and 300 classroom hours of diploma-level study, an intermediate diploma can be requested. Each school can choose which diploma-level courses it wants to offer (which may include up to 60 elective hours).

Fourth Level  
Associate Degree Level

Course Number	Course Name	Classroom Hours
301	Old Testament History	30
302	Spiritual Leadership II	24
303	Romans	30
304	World Missions	24
305	Bible Doctrine II (Oneness of God)	24
306	Church Growth	24
307	Church History	24
308	Church Organization & Administration	36
309	Daniel and Revelation	24
310	Hebrews	24
311	Hermeneutics	24
312	Major Prophets	24
313	Major World Religions	24
314	Minor Prophets	24
315	Pastoral Counseling	24
316	Pastoral Duties	24
317	Pastoral Epistles	24
318	Pauline and General Epistles	24
319	Pentateuch I (Genesis)	24
320	Pentateuch II	24
321	Pentecostal History	24
322	Revival Principles	24
323	Wisdom Literature	24
324	Writing Techniques	24
	<b>Core Curriculum Hours</b>	<b>600</b>
	<b>Elective Hours</b>	<b>150</b>
	<b>Total Classroom Hours</b>	<b>750</b>

If your nation follows Ministry Central Licensing requirements, please contact the GATS office at [gats@upci.org](mailto:gats@upci.org) to discuss how to adapt GATS Curriculum to meet both the requirements of GATS and those of Ministry Central.

The following is a list of possible/suggested electives:

**Diploma Level – 120 Elective Hours**

**Associate Level – 150 Elective Hours**

- 1) Practical Ministries – 24 hours – Including but not exclusively Gang Ministry, Prison Ministry, Elderly, Campus Ministry, World Network of Prayer, Youth, etc.
- 2) Accounting – 24 hours
- 3) Biblical Archaeology – 24 hours
- 4) Computer – 24 hours
- 5) Indigenous Church Music – 24 hours
- 6) Home Bible Studies – 24 hours
- 7) Five-Fold Ministry/Altar Work – 24 hours
- 8) Studies for Assistant Pastors – 24 hours
- 9) Home Cell Ministry – 24 hours
- 10) Construction – carpentry, electrical, plumbing – 24 hours
- 11) Public Speaking – 24 hours
- 12) Foreign Language – 24 hours
- 13) Inter-Testament Studies – 24 hours
- 14) Teaching Techniques – 24 hours
- 15) Strategic Planning – 36 hours
- 16) Indigenous Church Music – 24 hours
- 17) Apologetics – 12 hours
- 18) Effective Christianity – Managing Life's Projects – 24 hours

### Other possible Electives:

Information Technology (IT)	Advanced Writing Skills
Metal Science	Church History (Local or regional)
Business Law	Personal Spiritual Disciplines
Church Government and By-Laws	Eschatology
Instrumental Music	Graphic Design
Vocal Music	Communication Skills
Multi-Media	
Grammar	

Chapel and Practicum hours can be included as electives if the school has a system of student evaluation for them. Keep in mind that each course must have two forms of evaluation.

*(GEC 2010 pgs. 21-22)*

Additional electives can be presented and approved by submitting them to [gats@upci.org](mailto:gats@upci.org).

# Bachelor's Degree Program

## Mission Statement for the Bachelor's Degree Program

Preparing leaders and training educators to achieve maximum potential in apostolic ministry.

## Goals of the Bachelor's Degree Program

- 1.) Prepare for apostolic service.
- 2.) Provide effective ministry tools.
- 3.) Identify and develop roles in present and future church leadership.
- 4.) Cultivate primary calling through concentrated study.

## Requirements for Entering the Bachelor's Degree Program

- 1.) GATS Associate of Theology degree. If the candidate is not a graduate of the GATS Associate Degree program, they must be considered by the Academic Review Committee.
- 2.) Recommendation from the National Board and/or Superintendent/President.
- 3.) Recommendation from Bible College where the student attended and graduated.
- 4.) Two years of active ministry in the United Pentecostal Church International or approved sister organization.

The Academic Review Committee may require that an applicant who has not completed the GATS Associate Degree program successfully pass (above 70%) a comprehensive examination (provided by GATS Administration) covering the associate degree curriculum.

## Bachelor's Degree Classroom Hours/ Credits Overview

Fifteen (15) Classroom Hours	One (1) credit
Total classroom hours	510 Hours (34 Credits)
Core Curriculum Hours	240 hours (16 credits)
Bachelor Level Concentration Hours	150 hours (10 credits)
Elective Hours	120 hours (8 credits)
<i>* Work-Life Experience is included under electives</i>	
<b>Total Bachelor's Degree Hours/Credits</b>	<b>510 Hours/34 Credits</b>

## Bachelor's Degree Curriculum Overview

The Bachelor's Degree Program is made up of 510 classroom hours or its equivalent of 34 credit hours. They will consist of the following:

### 1. A Core Curriculum consisting of:

- a. Thesis (90 hours) (6 credits)
- b. Thesis Research and Development (30 hours) (2 credits)
- c. Advanced Ministerial Development (30 hours) (2 credits)
- d. Professional Christian Ethics (Integrity) (30 hours) (2 credits)
- e. Acts Applied (30 hours) (2 credits)

f. Oneness of God in the Gospel of John (30 hours) (2 credits)

**2. Bachelor Level Concentrations:**

Organizational Leadership  
Education  
Missiology  
General Studies

<b>Organizational Leadership</b>	<b>Education</b>	<b>Missiology</b>	<b>General Studies</b>
Teaching Strategies (30 hours) (2 credits)	Introduction to Biblical Languages (30 hours) (2 credits) Interchangeable with: Educational Psychology (30) (2 credits)	Strategies of Cross-Cultural Communication, Church Planting, and Church Growth (30 hours) (2 credits)	Choose courses from the other three categories to fulfill the required credit hours.
Principles of Leadership (30 hours) (2 credits)	Teaching Strategies I (30 hours) (2 credits)	Indigenous Church and Leadership Development (30 hours) (2 credits)	
The Corinthians (Doctrinal) (30 hours) (2 credits)	Teaching Strategies 2 (30 hours) (2 credits)	Intercultural Studies (30 hours) (2 credits)	
Organizational Administration (30 hours) (2 credits)	Teaching Strategies 3 (30 hours) (2 credits)	Trends and Current Issues in Global Missions (30 hours) (2 credits)	
Leadership and Team Dynamics in a Global Setting (30 hours) (2 credits)	Educational Administration (30 hours) (2 credits)	Leadership and Team Dynamics in a Global Setting (30 hours) (2 credits)	

Theology is not mentioned in this level of study because the entire Associate Degree Level is theological. These concentrations are for the specialties in the last year of study after you have the foundation completed.

GATS uses the term “concentration” as it works well with translations and in international educational circles.

### 3. Electives (120 classroom hours)

The following are some suggested elective options:

- Christian Psychology (30 hours) (2 credits)
- Religions, Cults, and the Occult (30 hours) (2 credits)
- Spiritual Warfare (30 hours) (2 credits)
- Bible Geography (30 hours) (2 credits)
- Biblical Culture (30 hours) (2 credits)
- Expository Preaching/Advanced Homiletics (30 hours) (2 credits)
- Accounting (30 hours) (2 credits)
- God's Pattern of Worship (30 hours) (2 credits)
- Effective Christianity: Managing Life's Projects (30 hours) (2 Credits)
- Apologetics (15 hours) (1 credit)
- Additional elective courses can be approved by the GATS academic review committee

Electives may be chosen from any other concentration or the elective list.

### 4. Work-Life Experience

Up to 90 classroom hours for the initial program are allotted to work-life experience. This will be reviewed as the program advances. Currently, the bachelor's degree program is specifically designed for the initial target group of Bible school instructors and national leaders, after which it drops in half to a maximum of 45 classroom hours.

Up to 90 classroom hours of electives may be used with work-life experience, but it must be properly documented using the layout and forms provided. This provision is specifically designed for the original target group of Bible School Instructors and National Church leaders who have completed the associate degree and have been waiting for a bachelor's degree for some time. After this group has completed their work, the amount of time allowed using work-life experience will drop to 45 classroom hours and three credits.

GATS provides forms for tracking and reporting work-life experience. They are available on the GATS website, in "Appendix D" at the back of this manual, or by contacting [gats@upci.org](mailto:gats@upci.org).

## Work-Life Experience

The following chart explains the various categories of work-life experience.

Work-life experience can include:

Preaching	100 sermon titles, and scriptures, 10 sermon outlines, with results of preaching.
Teaching	100 lesson titles, with a scriptural basis, 10 sample outlines, and results.
Evangelism	Where did you preach, when, and what kind of message did you preach? Includes revival and evangelism meetings outside your local church and street preaching.
Church Planting	Document 100 hours of activities involved in actually planting a church; explain your plan and how you arrived at it.
Church Growth	Document what you have done to promote the growth of your church. Do you have a prospect list? We would like to see a graph charting the growth of your church.
Literature Development	Writing of tracts, Sunday School lessons, teaching lessons, booklets, etc.
Leadership Service	Document 100 hours of work as a presbyter, national department leader, etc.
Pastoral Duties	Document 100 hours of counseling, visitation, weddings, funerals, baptisms, and dedications. Include information on when you did it, for whom, where, etc.
Personal Growth Plan	Document your personal growth plan for the next ten years.
Church Construction	We would like to see your plans, cost analysis, budget, etc.
Mentoring	Document information on how you have developed leaders under your ministry.
Literature Translation	Document the work that has been done and submit one of the documents.
Distance Education	This could be done online or through correspondence classes.
Advanced Credits from other Institutions	This should be at the post-secondary level.
Organize and Implement Christian Education programs	These could be in the local church, nation, or region. Document what you have done.
Equipment Operation	Do you operate equipment used in the church? Do you type? Do you have a computer? Show us some of the resources that you have printed.



# Faculty Development

## Faculty Development Lessons

Faculty development is crucial to an excellent Bible school program. GATS professionals have developed a wide range of lessons that will assist Bible school teachers everywhere. This includes the lessons listed below:

The Teacher and The Big Picture (The school's vision, overall purpose – introduction to GATS)

Effective Teacher Assessment

Teacher and a Fresh Look at the Great Commission

Teacher and Authority, Responsibility and Delegation

Teacher and Biblical Educational Principles

Teacher and Biblical Theology of Christian Formation in Culture

Teacher and Biblical View of Conflict Resolution

Teacher and Building a Positive Learning Culture

Teacher and Core Values

Teacher and Course Planning

Teacher and Creating an Island of Excellence

Teacher and Creative Impact

Teacher and Critical Thinking

Teacher and Critical Thinking in Spiritual Development

Teacher and Educational Psychology I, II, III and IV

Teacher and Building a Culture of Integrity, Ethics and Morality

Teacher and Effective Student Assessment

Teacher and Their Family

Teacher and the Bible School Going Local

Teacher and Helping Students Discover the Will of God

Teacher and Their Calling

Teacher and The Lecture

Teacher and Their Responsibility

Teacher and Increasing Student Learning

Teacher and Leadership Training Commitment

Teacher and Lesson Preparation



Teacher and Breaking Content into Chunks and Time Processing  
Teacher and Mentoring  
Teacher and Motivation  
Teacher and Overcoming Temptation  
Teacher and Personal Development and Evaluation  
Teacher and Personal Growth Plan for Life-Long Learning  
Teacher and Priorities  
Teacher and Christian Education Begins at Home  
Teacher and Remaining True to Apostolic Doctrine  
Teacher and Teaching Methods of the Master  
Teacher and Their Values of Education  
Teacher and Breaking Content into Chunks and Time Management  
Teacher and the Role of the Holy Spirit in the Classroom  
Teacher and Assisting the Unique Learner  
Teacher and the Well-Driven Nail  
Teacher and Thinking, Teaching and Learning Styles  
Teacher and Loving Bible Doctrine  
Teaching with Principle and Passion  
Teacher and Teamwork in Education I  
Teacher and Teamwork in Education II  
Bible School Administration I  
Bible School Administration II  
Teacher and the Anointing  
Teacher and Their Health  
Teacher and Patience  
Teacher and Oral Culture  
Teacher and Their Spiritual Life  
Teacher as a Disciple Maker  
Teacher and Their Role and Responsibility in Teaching  
Teacher and Responsibility and Rewards

These ninety-minute lessons are developed in digital format and may be printed in your nation. They also have PowerPoints available. Each lesson contains clearly outlined lesson objectives, the lesson text, and an evaluation. At the end of each of the eighteen lessons, a certificate can be issued for successfully completing that level of the course. Request forms for the certificates can be downloaded under the “Resource” tab. The lessons and PowerPoints are all available on the GATS website under the Faculty Development tab.

GATS textbooks, course packs, and faculty development lessons will be translated into major world languages as approved by the Global Education Committee. If a nation desires to translate GATS material into other languages, please contact the GATS office at [gats@upci.org](mailto:gats@upci.org) for more information.

When deciding on adding a new language for official GATS translation purposes, the GEC must consider the total number of possible candidates for training in said language, not the total number of world speakers.

Currently, GATS is officially offering materials in English, French, Spanish, Russian, Arabic, Hindi and Mandarin. Materials have been translated into several other languages as well, but through the efforts of the corresponding nation. GATS will work with you in this process.

The process for translation is as follows:

1. It is highly recommended that the translators translate into their mothertongue.
2. The translation must be faithful to the original manuscript.
3. The translation should avoid colloquialisms/clichés.
4. The original format must be maintained through the translation.
5. Once the translation is complete, it must be carefully edited. A second party must proofread it on its merit (without comparison to the original manuscript) to ensure proper grammar, continuity, and clarity.
6. Final review: After completing steps one through five, someone qualified to check the translation for content accuracy with the original manuscript will conduct a final review.
7. If discrepancies are found in the document, it will be returned to the original translator for corrections and then steps five and six will be repeated.

All translations will come under the corresponding copyright of the English document.

All translations are in the GATS master file and may be available on request to [GATS@upci.org](mailto:GATS@upci.org).