

CAPE TOWN BAPTIST SEMINARY
GUIDELINES FOR BACHELOR OF ARTS (HONOURS) (THEOLOGY)
BA (HONS) (THEOLOGY) PART-TIME: 2013 / 2014
In co-operation with the University of Pretoria

1. Introduction

The Cape Town Baptist Seminary offers an Honours degree in Theology as part of its vision to equip current and future Christian leaders for the challenges facing the Church in the 21st Century. The Honours programme offered by the Seminary majors in the area of Practical Theology. This document introduces the prospective student to the programme. The programme could be structured in such a way that it prepares the student for Baptist Union ministerial recognition.

2. Qualification

The degree offered is a Bachelor of Arts (Honours) (Theology), commonly referred to as the BA (Hons)(Theol) [or in this document: BA (Hons)]. Students, who have completed the Honours degree successfully, may continue their education by registering for a Master's Degree in Theology.

3. Accreditation

The Seminary offers the BA (Hons) in cooperation with the University of Pretoria. The degree certificate is issued by the University and states that the work was completed at the Cape Town Baptist Seminary. The Seminary is fully responsible for the contents of the course, while the University monitors the standard to ensure that it is academically acceptable. The University of Pretoria has international recognition for its standard of education.

4. Entrance qualification

A three-year Bachelor's degree *in Theology*, or its equivalent, with a major in biblical studies or theology and an average mark (grade) of 60% are the basic requirements to qualify for registration. Some South African universities offer a three-year BTh or BA (Theology), both of which qualify the applicant for enrolling for the Honours degree. All applications for admission are submitted through the Seminary to the University of Pretoria for evaluation and approval. The level of study completed by the student needs to be evaluated and approved by the Seminary and the University. Both the Seminary and the University reserve the right to prescribe a bridging course where this is deemed necessary.

5. Format and duration

The BA (Hons) is a **one-year programme** and can be completed either **full-time or part-time**. Students who register for the **part-time option** may have to lengthen the duration of study, the details of which will be worked out with each individual student.

The student enrolls for a total of 5 subject areas, each area comprising roughly 2 semester subjects. The main emphasis is on Practical Theology and the five areas of study include at least three in the area of Practical Theology. The student's previous studies and transcript are taken into account in determining which subjects must be completed. Students who want to apply for Baptist Union ministerial status can complete one study area in Baptist studies.

Persons who enroll for the degree on a part-time or distance-learning basis may be required to complete some or all of the master's seminars during a given year.

6. Subject areas offered in 2013/2014

A curriculum is designed for each individual student to suit his/her needs. A typical curriculum could include any five of the following (or other areas as required or agreed upon):

6.1 Research project

You are expected to submit a research essay of approximately 20-25 pages, based on a document that is made available to you by the Seminary. A supervisor will be appointed by the Seminary, and you have until the beginning of November to complete the project in liaison with the supervisor.

6.2 Church Dynamics

A study of church administration, leadership, planning, mission and vision and other practical areas of ministry. Completed during the first semester (February – June).

6.3 Biblical Studies

A study of Biblical Theology and Exegesis, completed during the second semester (July – November).

6.4 Systematic Theology

A study of Ethics and Advanced Hermeneutics completed during the second semester. (Second semester).

6.5 Leadership

A study of leadership in the church, with the emphasis on the qualities and qualifications of a spiritual leader. This is completed during the first semester.

As an alternative for persons interested in Baptist Union accreditation, 6.3, 6.4 or 6.5 can be replaced with the following:

6.6 Baptist Studies

A study of Baptist Principles (Theology), History and the Ethos of the Baptist Union of SA.

7. Registration

Persons who plan to apply for Baptist Union Ministry recognition may be required to go through the regular application process for the full-time bachelor's programme, including an application form, recommendations from individuals and the person's home church, as well as an interview with a Seminary-appointed committee.

Students register for the degree at the University of Pretoria through the Cape Town Baptist Seminary. Please note that by agreement with the University the Seminary's postal address is used for ALL correspondence between the university and the student. This is done to minimize the administrative and communication problems we have experienced in the past.

Registration and application forms are available from the Seminary and must be submitted to the Seminary.

A **non-refundable application fee** of **R250-00** and a **non-refundable registration fee** of **R2 000-00** are required. This amount is used to offset costs of applying for registration at the University, as well as the cost of sending or providing the course outlines and materials to the student. A student's application will NOT be forwarded to the University unless these fees have been received.

Application (and all other) fees are payable to the Seminary. Make cheques out to "Cape Town Baptist Seminary", or see item 10 below for bank details.

Note: Students may request to go onto a continuation year should the study schedule prove too heavy to complete as set out. The schedule will be adjusted by the CTBS registrar to accommodate the student's needs, and the student will be required to pay a continuation fee in addition to the fees quoted for the programme.

The following is required to [apply](#):

- An initial **Seminary application** form (see below).
- **2 Certified copies** of all studies completed (both **certificates** and **transcripts** – a transcript being a record of the subjects or credits completed in fulfilling the requirements for the certificate/degree and which is issued by the institution on or after graduation)*
- **2 Certified copies** of **Identity Document** (or Passport for foreign students).
- A **non-refundable application fee of R250-00**.

The following is required to [register](#):

- Once the initial application has been approved by the Seminary, the University forms will be sent to the applicant. The University application forms are sent closer to the end of the year, prior to registration.
- A completed **University application/registration form** which must be filled in and signed as proof of continued registration.
- A **non-refundable registration fee of R2 000-00**.

* Should you not be in possession of an original transcript, it is your responsibility to arrange for one to be sent to us by the institution at which you studied (**Both CTBS and the University of Pretoria will not consider your application should this not be included in your application**).

Please also note that, if you study for more than one year, you **need to register for your second year** of study at the university in order to continue your studies. This requires an additional administrative fee. You must sign and return the necessary registration form to the Seminary.

The deadline for [application](#) is **Friday, 30 November 2012**, and the deadline for [registration](#) is **Friday, 7 December 2012**. It is advisable to apply as early as possible. Applications are submitted to the University of Pretoria during the first week of December 2012.

8. Fees (All fees quoted, are for students registering for 2013; it is subject to change and reviewed annually).

The fees for 2013 are as follows (quoted in South African Rand):

8.1 BA (Hons) Fees: R18 635-00

Fee	Due date	Amount
1. Application fee	Non-refundable fee payable upon application Deadline 30 November 2012	R250-00
2. Registration fee	Non-refundable retention fee Deadline 7 December 2012	R2 000-00
3. Tuition fee	31 October 2013 (1 st semester) 28 October 2014 (1 st semester)	R8 192-50 R8 192-50
4. Continuation fee	15 January 2015	R4 400-00
5. Foreign postgrad UP fee	31 January 2013 (1 st year) 31 January 2014 (2 nd year)	R2 000-00 R2 000-00

- The fees quoted **include** the application and registration fee, but **excludes** accommodation, travel to and around Cape Town, transport to the campus, books, materials and any other costs.
- If student fees are not settled by the above dates, students will not be allowed to graduate or register for a continuation year, and will be withdrawn from the programme.

8.2. Withdrawal from studies

The following rules apply when a student decides to withdraw after being fully registered with the University and Seminary:

8.2.1 Procedure

It is the student's responsibility to inform the Seminary *in writing* of his/her intention to withdraw. Until a letter is received from the student, the Seminary and the University assume that you are still registered, and you are expected to pay the relevant fees. The letter of withdrawal must contain the student's full name and student number, must be addressed to the Registrar of the University of Pretoria and submitted to the Registrar of the Cape Town Baptist Seminary.

8.2.2 Fees payable at withdrawal

When a student **withdraws**, the student is liable for the fee calculated to date, i.e. date indicated on the withdrawal letter.

Fees can be paid by check, made out to **Cape Town Baptist Seminary**, and sent to our mailing address or deposited into our bank account. A copy of the deposit slip must be faxed to the **Registrar at +21 86 743 6403 or scanned to <registrar@ctbs.org.za>**, clearly indicating your name and what the deposit is for.

The Seminary's bank details are given below:

Bank: Standard Bank of SA Ltd

Branch: Tyger Manor

Branch code: 050410

Account: Cheque (current)

Account holder (name): Cape Town Baptist Seminary

Account number: 071914463

Swift address for foreign exchange: SBZAJJ

9. Library

Students are registered both at the Seminary and the University, and as such become full members of both libraries. The libraries are unfortunately not equipped to handle loans by mail, but special arrangements can be made for students to use the library resources, or to get permission to use other academic libraries that are within easy reach of the student (for distance learning students).

The Seminary library will ensure that prescribed textbooks and other references or resources for the subjects offered in the seminars are available for research.

10. International Students

Students from other countries need to note the following:

- The University of Pretoria will need to approve your level of study as an entrance requirement.
- Foreign students will need a study permit to register for the BA (Hons) on a full-time basis. Application for a visa is done in your country of residence. If you need assistance, please contact the Registrar.
- Applications for passports and visas (where required) are your own responsibility.
- Foreign students do not qualify for bursaries given by the University.
- Postage for any books sent to the student is for the student's account. You may determine the method used, e.g. airmail, surface mail, or special carrier.

11. Enquiries

We invite you to contact us if you have any questions. Direct your enquiries to Dr Annelien Rabie-Boshoff (Academic Registrar; <registrar@ctbs.org.za>) or Ms. Colleen Nourse (Assistant Registrar; <info@ctbs.org.za>).

POSTAL ADDRESS

Dr. A.C. Rabie-Boshoff
Cape Town Baptist Seminary
P.O. Box 38473, Gatesville 7766
Cape Town, South Africa

PHYSICAL ADDRESS (for couriered parcels)

Dr. A.C. Rabie-Boshoff
Cape Town Baptist Seminary
52-64 Tarentaal Rd., Bridgetown 7764
Cape Town, South Africa

Tel. +27 21 637-9020; **Fax** +27 86 743 6403; **Website:** www.ctbs.org.za

CAPE TOWN BAPTIST SEMINARY

Preliminary Application for BA (Hons) (Theol): 2013 / 2014 [To be [POSTED/COURIERED](#) to the Academic Registrar]

This application forms part of the *initial* process to be allowed to register. Once approved by the Seminary, the applicant will be required to fill in the application and registration forms of the University of Pretoria. The Seminary reserves the right to turn down an application based on criteria set by the Seminary, and the same applies for the University of Pretoria.

1. Title (Mr, Mrs, Miss): _____
2. Surname: _____
3. First Names: _____
4. Address: _____

5. Telephone number: _____
Fax number: _____
E-mail: _____
6. Highest school qualification (secondary): _____
7. Tertiary qualifications (please supply certified copies of qualifications and transcripts):

Qualification awarded	Institution	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Church membership: _____

9. Current (or last) employment/ministry: _____

10. A brief account of your conversion experience and call to ministry:

11. Explain why you would like to enrol for the BA (Hons):

12. Have you applied for the same or similar study at another institution?

13. If yes, where and when?

14. What was the result of your application?

15. Give a brief description of the area of study you are interesting in pursuing in your research:

16. Do you understand the financial implications of the BA (Hons) studies?

**I have read the Guidelines and understand the requirements
and financial implications for the BA (Hons) programme.**

Full name: _____

ID / Passport number: _____

Signature: _____

Date: _____

