

CAPE TOWN BAPTIST SEMINARY

GUIDELINES AND REGULATIONS FOR MASTER'S OF ART STUDIES (MA THEOLOGY): 2013 / 2014

In co-operation with the University of Pretoria

1. Introduction

The Cape Town Baptist Seminary offers a Master's 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. This document introduces the prospective student to the programme.

2. Qualification

The degree offered is a Master of Arts (Theology), more commonly referred to as the MA (Theology). Students who have successfully completed the MA (Theology) may continue their education by registering for a doctorate (PhD).

3. Accreditation

The Seminary offers the MA (Theology) 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 BA (Honours) degree, or its equivalent (such as a 4-year Bachelor in Theology), with a major in biblical studies or theology and an average mark (grade) of **65%** are the basic requirements to qualify for registration. An equivalent to a BA (Honours) is a four-year degree-level course such as the licentiate courses that used to be offered by the Seminary and the Baptist College in Johannesburg (now changed to bachelor degrees). 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 University. Both the University and the Seminary reserve the right to prescribe a bridging course where this is deemed necessary.

5. Format and duration

The MA (Theology) is a two-year programme offered in both (i) course work (1st year), and (ii) research format (completion of a thesis of approximately 120 pages as a research project: 2nd year). Four **compulsory** seminars are offered during the first year in the form of two week-long seminars per semester. Every seminar is completed on a self-study basis during the beginning of the semester, culminating in 30 hours of contact per seminar at the end of the semester. Two such seminars are offered in June and two in November, each seminar lasting a week, i.e. two seminars per semester. The second year is spent on completing a research project, which must be submitted to the Seminary as a

dissertation. ***This means that students spend two weeks on campus in Cape Town in June and two weeks in November of the first year, but can study by distance for the second year.***

Course outlines are included in the readers that will be sent to the student at the beginning of each semester. Attendance of the two-week seminars is **compulsory**, and an oral or a written examination may be taken at the end of each of the seminars. The lecturer may decide on alternative forms of evaluation. Each of the seminar topics is covered in classroom format over a period of one week (five days) for thirty hours (six hours per day).

Some time is given to prepare the student in the area of Research Methodology during the June seminar. Students are expected to submit a provisional research proposal in June of their first year of study, which is evaluated and approved, after some more input from both the Seminary and the University.

6. Accommodation and transport

The Seminary does not take responsibility for students' accommodation arrangements. The cost of accommodation, travel to and from Cape Town, as well as traveling in and around Cape Town, remains the student's responsibility.

7. Subjects offered

The Seminary offers the MA (Theology) with a major in the different disciplines of Theology, i.e. Practical Theology, Systematic Theology, Church History & Missions, Old Testament Studies and New Testament Studies. In the first year of study, four compulsory courses are offered, which every MA student must do. Students do have a choice in deciding on the area of research for the thesis. The provisional seminar topics and dates are given under heading number 15.

8. Course outlines

Course outlines, included in the readers, are sent to the student as soon as he/she is accepted by the Cape Town Baptist Seminary and the University of Pretoria and registered. The course outline indicates what is expected of the student in preparation for active participation in the seminars and to successfully complete the examination/evaluation. Each course outline includes a list of books that must be studied. While the Seminary may make certain books available to students, the acquiring of the textbooks remains the student's responsibility. When textbooks are made available by the Seminary the cost of the textbooks is **payable upon receipt**. The cost of both the textbook and postage will be charged to the student's account and is payable to the CTBS Accountant. The lecturer will ensure that the books are still in print and available.

The lecturer expects the student to read the prescribed books and to come prepared to participate in the discussion. In addition to the reading, students will be expected to prepare papers or some form of assignment(s) on prescribed topics to be presented and discussed during the seminar.

9. Registration

Students register for the degree at the University of Pretoria through the Cape Town Baptist Seminary (CTBS). 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 forms are available from the Registrar and must be submitted to the Seminary.

A **non-refundable application fee of R250-00** is required at the time of application and payable by the 30th of November 2012. This amount is used to offset costs of administration, as well as applying for registration at the University. A **non-refundable registration fee of R2 000-00** is required upon acceptance of the student into the programme, payable before the 7th of December 2012. A student's application will NOT be processed unless the application fee has been received.

Application fees (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.

The following is required to register:

- An initial **Seminary application** form (see below). This is only an *initial form*. Once approved by the Seminary, the University forms will be sent to the applicant. A completed **University application form**, followed by a registration form as well as a contract form, which must be signed as proof of continued registration. A University form will only be sent to the applicant once the R250-00 application has been received.
- **2 Certified copies** of all studies completed (both **certificates** and **transcripts** – a transcript is 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).
- The **non-refundable application and registration fees**.
- 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 (**The University of Pretoria will not consider your application should this not be included in your application**). Graduates of the Cape Town Baptist Seminary (formerly Baptist Theological College, Cape Town) should not assume that we would automatically reissue their transcript. Should such candidate desire for us to re-issue the transcript, a fee of **R300-00** is payable before the transcript is issued.

Please note that students **need to register for their second year** of study (and subsequent years where necessary) through CTBS in order to continue their studies. This does not require any additional fees (except where the student has to continue beyond the normal required two years of registration for the programme), but the student must sign and return the necessary registration form to the Seminary.

The deadline for application is the **30th of November 2012** and for registration **Friday, 7 December 2012**. It is advisable to apply as early as possible. Applications are accumulated and submitted in bulk to the University during the beginning of February. No application received after the 30th of November 2012 will be considered. Enquiries regarding deadlines may be directed to the Seminary office.

10. Fees (All fees quoted, are for students registering in 2013 for the 2013/2014 programme. This is subject to change and reviewed annually.

The provisional fees for registering in 2013/2014 are as follows (quoted in South African Rand):

MA Fees: R19 965-00

Fee	Due date	Amount
1. Application fee	Non-refundable retention fee Payable upon application Deadline 30 November 2012	R250-00
2. Registration fee	Non-refundable retention fee Payable before 7 December 2012	R2 000-00
3. Tuition fee	31 October 2013 (1 st semester) 31 October 2014 (1 st semester)	R8 857-50 R8 857-50
4. Foreign postgrad UP fee	15 January 2013 (1 st year) 15 January 2014 (2 nd year) 15 January 2015 (Continuation year)	R2 000-00 R2 000-00 R2 000-00

- A continuation fee will be charged should the student require more than two years to complete the course. The continuation fee is subject to change and reviewed annually.
- The total fees for completing the MA (Theology) in two years (2013/2014), amount to R19 965-00 for South African students, and R23 965-00 for foreign students, which includes the UP Postgraduate fee of R4 000-00 for 2013 & 2014. This amount **includes** the application and registration fees, but **excludes** accommodation, travel to and round Cape Town, transport to the campus, books, materials and costs involved in submitting the dissertation.
- Students are required by the Seminary to sign a debit order with the bookkeeper, Mrs. Antoinette Wright, in order for the payment of fees to be done on a monthly basis. Interest of 5% will be charged on a monthly basis to students' accounts that are overdue.

The student's account for 2013 has to be settled by the **31st of October 2013** and the final account for 2014 by the **31st of October 2014** for that particular year.

Should the full account not be settled by the **31st of October 2014**, the student will not be allowed to graduate from the University of Pretoria in April 2015. The student may request in writing to be allowed into a continuation year in order to finish his/her studies.

Fees can be paid by cheque (made out to “Cape Town Baptist Seminary”) and sent to our mailing address, or it can be deposited into our bank account, using your surname & course of study, e.g. RABIE-MA2013/2014. A copy of the deposit slip must be faxed/e-mailed, clearly indicating your name and what the deposit is for.

The Seminary’s bank details are given below.

Bank: Standard Bank
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
Bank’s telephone number: 27-21-637-9020

11. Withdrawal from studies

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

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 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.

12. Bursaries

The University has some bursaries (scholarships) available for postgraduate students. Once you have been registered at the University of Pretoria as an MA student, you will be issued with a UP student number and your name will automatically be submitted to the Postgraduate Bursary Committee for consideration of a bursary.

A candidate needs an average of 65% or higher for his/her previous qualification in order to qualify for a bursary. **The acquisition of a bursary is not guaranteed, and therefore students need to make sure that enough financial reserves are available to settle tuition.**

A University bursary is awarded **only once** during the two-year study period, during the first year of study. Once a bursary has been granted, the University assumes that the money will be used toward the tuition fees of the entire course. **Failure to complete the course in the time allowed may result in the candidate having to pay back the bursary in full with interest to the University.**

The Seminary does not take any responsibility for the awarding or denial of bursaries.

13. 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.

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

Students seeking to gain access to the University of Pretoria library, that is to visit the library, would need to contact the Seminary for information and to make such arrangements. As the University of Pretoria does not issue student cards to students studying at CTBS, special arrangements would have to be made.

14. Schedule of seminars

The following is a list of **subjects** that were offered in the past and is given **as an example** of what can be expected. We do attempt to offer the first topic, An Introduction to Practical Theology.

- ** Understanding a Practical Theological Framework – Dr. Godfrey Harold
- ** The Pastoral Epistles: A Guide for Ministry – Dr. Ronnie Davis
- ** Church Leadership – Dr. Linzay Rinquest
- ** Cross-Cultural Narrative Counselling – Prof. Julian Müller [UP]
- ** Biblical Peacemaking – Dr. Godfrey Harold
- ** Educational Ministry of the Church: A Biblical and Theological Perspective – Drs. R. Davis
- ** Narrative Preaching From the Old Testament – Dr. Charles Dickson

The presenting of seminar topics is subject to the availability of qualified lecturers.

Some of the titles of the 120-page long mini-theses by former graduates include the following:

- **Emedi, George 2010.** *The Local Church as an Agent of Social Transformation in a Poor Community: A Practical and Methodological Approach.* [Supervisor: Dr. Ronnie Davis]
- **Keyter, Trevor 2010.** *A Biblical Investigation of the Role of Women in Scripture and its Application in the Christian Church.* [Supervisor: Dr. Godfrey Harold]
- **Meissner, Kathy 2012.** *Aspects of Emotional Intelligence, Profiles of Ministry and Leadership Competencies in Theological Seminary Education.* [Supervisor: Dr. Linzay Rinquest]
- **Mpendulo, Lucas 2011.** *Homosexuality: An African Evangelical Pastoral Perspective.* [Supervisor: Dr. Linzay Rinquest]
- **Van Niekerk, Garth 2011.** *God's Desire to Reveal Himself versus Humankind's Inherent Obstacles to Discerning His Revelation.* [Supervisor: Dr. Gordon Miller]

These titles give an idea of the wide variety of topics that are acceptable in the area of Practical Theology. Some of the areas of study falling within the discipline of Practical Theology, includes Church Administration, Church Structures, Church Growth, Homiletics, Christian Education, or any other area.

15. Provisional dates for 2013

The provisional topics & dates (subject to confirmation) of the seminars for 2013 are as follows:

First semester:

1. Research Methodology: Dr. Annelien Rabie-Boshoff; Rev. George Emedi [18-21 June 2013]
2. Practical Theology: Dr. Godfrey Harold [24-28 June 2013]

Second semester:

3. Church Leadership: Dr. Linzay Rinqest [18-22 November 2013]
4. Exegeting & Preaching OT Narrative: Dr. Charles Dickson [25-29 November 2013]

Please note that the seminars are compulsory, and that the order of the seminars and the dates may change depending on the availability of the lecturer, but you will be notified well in advance.

MA Thesis

As part of the requirements of the fulfillment of the MA programme, the student is expected to research and write a dissertation for which the provisional proposal must be submitted to the Academic Registrar by June 2013. Final submission of the completed dissertation is 31 May 2014 for September 2014 graduation, and 31 October 2014 for the April 2015 graduation at the University of Pretoria.

16. International Students

Students from other countries need to note the following:

All non-South African applicants need to have their previous studies evaluated by the South African Qualifications Authority (SAQA). Visit the SAQA website @ www.saqa.org.za to download and study the regulations and prescribed fee. SAQA's address is SAQA, Postnet suite 248, Private Bag X06, Waterkloof 0145, South Africa). No applications will be accepted by CTBS or the University of Pretoria if it is not accompanied by the SAQA evaluation.

- As from 2006 all foreign students also need a **study permit** to register for the MA and to attend the seminars. Application for a visa is done in your country of residence. If you need assistance, please contact the Registrar. You will need a letter from the Seminary stating that you have been provisionally accepted as a student, indicating the duration of the programme for which you are registered.
- Applications for passports and visas (where required) are your own responsibility.
- 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.

- International students must please make sure that they submit the **following documentation** with their application:
- **Two certified copies** of studies completed, including academic transcripts. Should the transcript not be in English, a certified English translation must be provided. The University also requires that originals be made available during registration. Please ensure that the Seminary has access to these as well.
- **SAQA evaluation** of previous studies completed. It is your responsibility to contact SAQA to get an evaluation done.
- **Study permit** endorsed for study at the University of Pretoria via Cape Town Baptist Seminary.
- **Two certified copies** of your **passport** (passport number and photograph).
- **Proof of a TOEFL** (Test of English as a Foreign Language) of a score of 550 for students whose first language is not English. If you obtained a prior qualification of three years or longer at an English institution, you may be exempted from the TOEFL test on condition that the previous educational institution provides a letter confirming that the medium of instruction for the qualification is English.
- **Proof of medical cover.** The University now requires some proof of a medical aid fund that will cover foreign students while in South Africa. The Seminary is busy investigating some options for foreign students.

17. Enquiries

- We invite you to contact us if you have any questions. Direct your enquiries to Dr. Annelien C. Rabie-Boshoff (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

CAPE TOWN BAPTIST SEMINARY

SEMINARY APPLICATION FOR MA STUDIES: 2013/2014

[To be POSTED/COURIERED to the Academic Registrar]

This application form is part of the process to apply to enroll for post-graduate studies at the Seminary. In addition to this form the applicant must complete an application form for the University of Pretoria, which will be provided upon initial approval on application.

1. Title (Dr, Mr, Mrs, Miss): _____
2. Initials: _____
3. Surname: _____
4. Identity number: _____
5. Marital status: _____
6. First names: _____
7. Preferred name: _____
8. Address: _____

9. Tel numbers: (h): _____ (o): _____
(cell): _____
10. Fax: _____
11. E-mail: _____

12. Academic qualifications (secondary and tertiary):

Institution	Dates attended	Qualification received	Contact number/person
High School			
Tertiary Education			
1.			
2.			
3.			

13. Current (or last) employment: _____

14. Church membership and involvement: _____

15. Church contact person and tel number: _____

E-mail: _____

16. Give a brief account of your conversion and call to ministry (use extra paper if needed):

17. Explain briefly why you want to enroll for post-graduate studies:

**I have read the Guidelines and understand the requirements
and financial implications for the MA programme.**

Full Name: _____

ID / Passport number: _____

Signature: _____

Date: _____

