

CAPE TOWN BAPTIST SEMINARY

GUIDELINES AND REGULATIONS FOR PHD STUDIES: 2013/2014

In co-operation with the University of Pretoria

1. Introduction

The Cape Town Baptist Seminary (in co-operation with the University of Pretoria) offers a PhD 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.

It is important to note that the Seminary can only accept a doctoral candidate if a suitable supervisor for the student's particular field of interest can be provided or found by the Seminary.

The doctoral programme does NOT require any course work, but the student works under the guidance of a faculty member (or person approved by the Seminary) and an approved person from the University of Pretoria in doing independent research, the results of which are published in a research thesis.

2. Qualification

The degree offered is called *Philosophiae Doctor* (Doctorate in Philosophy, or PhD for short). The focus is on any area of Theology (depending on the prior qualifications and interests of the student and availability of a qualified and available supervisor). The study takes the form of a research project, i.e. a written thesis.

3. Accreditation

The Seminary offers the degree in co-operation with the University of Pretoria. The University appoints one of its own faculty members (from the Faculty of Theology) as promoter, while the student's main contact is with a Seminary faculty member, who is appointed as co-promoter. The degree certificate is issued by the University and states that the work was completed at the Cape Town Baptist Seminary. The University of Pretoria has international recognition for its standard of education.

4. Entrance qualification

A Master's degree in Theology or biblical studies, or its equivalent, and an average grade of 65% are the basic requirements to qualify for registration. All applications for admission are submitted through the Seminary to the University of Pretoria for evaluation and approval. The University and the Seminary reserves the right to prescribe a bridging course where this is deemed necessary.

5. Format and duration

The PhD is a research programme of a *minimum* of two years and requires the student to submit a research thesis, and to defend the thesis *in person* in Pretoria before a panel appointed by the University.

6. Accommodation and transport

The nature of this study does not require the student to physically reside in Cape Town or to necessarily meet with the supervisor or co-supervisor on a regular basis. For obvious reasons it is recommended that such contact be maintained with the co-supervisor. If the student needs to come from another area to visit Cape Town, the Seminary does not take any responsibility for providing accommodation or transport. It remains the student's responsibility to make these arrangements. The student is required to do the same when the time arrives for the oral defence of the thesis at the University of Pretoria.

7. Application and Registration

Students apply and 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 will be used for ALL correspondence between the university and the student. This is done to minimise the administrative and communication problems we have experienced in the past.

Application and registration forms are available from the Seminary and must be submitted to the Seminary.

The following is required to apply and register:

- A written proposal of 10-15 typed pages on the specific area of research. The document must be typed in letter type *Arial*, letter size 12, spacing *double*, and the alignment must be *Justified*. The proposal must have a relatively complete *Reference List*. The Harvard System of Referencing must be used. Please see additional attachment for more info regarding the proposal and thesis.
- An initial Seminary application form. (This is only an initial form. Once approved by the Seminary the university forms will be sent to the applicant). See the end of this document for a copy of the form.
- Completed University application form and signed registration form (sent only after application is approved).
- **2 Certified copies** of all studies completed (certificates and study records/transcripts)*
- **2 Certified copies of I.D. document or passport**
- 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. Graduates of the Cape Town Baptist Seminary 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.

The deadline for registration is 30 November 2012, but it is advisable to apply as early as possible. It is further recommended that you register for the PhD only after having met/made contact with your proposed co-promoter to discuss the scope of the studies and a possible proposal for a thesis. Enquiries regarding deadlines may be directed to the Registrar office.

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

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

PhD fees: R22 630-00

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	R11 315-00
	31 October 2014	R11 315-00
4. Foreign postgrad UP fee	15 January 2013 (1 st year)	R2 000-00
	15 January 2014 (2 nd year)	R2 000-00
	15 January 2015 (Continuation year)	R2 000-00

- A continuation fee will be charged should the student need an additional year in 2015 to finish his/her studies. This is subject to change and reviewed annually.
- Foreign students are required to pay an additional R2 000-00 UP fee at the beginning of each academic year.

The total fees for completing the PhD in two years amount to **R22 630-00 for South African students** and for **R26 630-00 for Foreign students**. This amount includes the registration and application fee, but excludes possible increases in future years, accommodation, transport, books, costs involved in submitting the thesis and defending the thesis in Pretoria at the University.

Arrangements can be made to pay off fees per month, but all fees must be paid before a student will be allowed to continue into the next semester. Should a student not be able to settle the fees for a particular semester, he/she will be temporarily withdrawn from the programme. A final year student will not be allowed to submit his/her thesis to the University of Pretoria for examination purposes should there be any outstanding fees on his/her account.

Fees can be paid by cheque (made out to **Cape Town Baptist Seminary**) or deposited into our bank account, and a copy of the deposit slip faxed/mailed, clearly indicating your name and what the deposit is for. Use your surname as reference number, e.g. RABIE-PHD2013.

The bank details are:

Name of account: Cape Town Baptist Seminary

Name of bank: Standard Bank of SA Ltd

Account number: 071914463

Routing number (i.e. branch code): 050410

Swift address: SBZAZAJJ

Bank physical address: 309 Durban Road, Bellville 7530

Bank telephone number: 27-21-919-0740

9. Bursaries

The University has some bursaries (scholarships) available for South African students. Applications for bursaries will only be considered by the University after the student has been registered and has been assigned a student number. The student can then apply online with his/her student number. It is therefore imperative that students follow the correct registration procedures. A candidate needs an average of 70% for his/her previous qualification in order to qualify for a bursary. Since the acquisition of a bursary is not guaranteed, 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. 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.

10. 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 to students 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. Permission to use other-than the University of Pretoria or the Seminary's libraries must be obtained from the librarian in the theological section of the University's library, the contacting details of whom are available from the Seminary.

11. 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. You may be referred to the South African Qualifications Authority (SAQA) to have your previous studies evaluated. See the attached form or visit 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).
- Foreign students may need a study permit to register for the PhD, especially if long visits to South Africa are anticipated. If that is the case, then application for a visa is done in your country of residence. If you need assistance, please contact the Registrar. (It may be better to come for shorter

periods on a tourist visa, and state that your business here is attending some meetings. If you plan to stay in South Africa for the two-year period, you definitely would need a study visa.)

- 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.

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.

12. 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).

Tel. +27 21 637-9020

Fax: +27 86 743 6403

Website: www.ctbs.org.za

CAPE TOWN BAPTIST SEMINARY
DOCTOR OF PHILOSOPHY (PhD) PROGRAMME 2013/2014
Rules, Regulations and Requirements

1. Successful completion

Successful completion of the degree depends on a number of factors such as the following:

- Research competency of the student.
- A pass mark given by the supervisor, co-supervisor and external examiners.
- Regular contact with the co-supervisor.
- Regular submission of research (chapters of the thesis) submitted.
- Successful defence of the thesis before a panel appointed by the University.
- Submission of an article for publication to a recognised journal.

2. Pass mark

The pass mark for the thesis is 50%.

3. Cum laude

A doctorate in NOT conferred with distinction. The university regards successful completion of doctoral studies as a distinction in itself.

4. Procedure to register and complete the PhD

The following guidelines apply:

- 4.1 Apply for acceptance at the Seminary on the "Initial application form". This normally happens after consulting the Principal about a suitable co-promoter. The Principal consults the faculty member(s) about availability and willingness to serve as co-promoter.
- 4.2 Apply to register as a university student. All application forms are sent by the Seminary to the student and channelled to the university via the Seminary.
- 4.3 Select a topic of your own choice in consultation with the co-promoter. The co-promoter will consult the university supervisor in making a decision about the suitability of the topic.
- 4.4 Submit a doctoral proposal, indicating the topic, motivation for the topic, research methodology, problem statement, hypothesis and initial bibliography. **This is normally done as part of the application to register.**
- 4.5 Regular submission of work completed in order to receive feedback and to make adjustments.
- 4.6 Finalise and submit the thesis (see point 5 below).
- 4.7 Prepare an article for publication and submit to recognised journals via the University of Pretoria. A copy of the article must be handed in with the thesis.
- 4.8 Defend the thesis before a panel. This happens in Pretoria before a panel appointed by the Faculty of Theology of the university.
- 4.9 Graduate at an official graduation of the University (takes place either April/May or September).
- 4.10 Be recognised at a Seminary Graduation (late November or early in December).

5. Thesis requirements

The following guidelines apply:

- 5.1 Guidelines will be provided to the applicant once he/she is accepted and registered for the PhD programme.
- 5.2 There is no maximum or minimum number of pages, but the average doctoral thesis is between 250 and 350 A4 pages long, depending on the specific topic.

6. Fees

All fees must be paid to the Seminary. Please do not send any money to the University. Students are liable to pay all fees due, as shown on their statement(s). Failure to do so will result in the student not being able to continue his/her studies, and not being allowed to graduate at the end of the study period.

7. Termination of Studies

If at any point the student can no longer continue with his/her studies, a letter of withdrawal addressed to the Registrar of Admissions, University of Pretoria, needs to be handed to the Seminary Registrar who, in turn, will pass it on to the Registrar of Admissions at the University. The student is responsible for any outstanding fees as set out in the table up until the time that the withdrawal letter is received by the registrar.

8. Graduation

As degrees are only issued at officially constituted graduation assemblies of the University, the Seminary is not at liberty to graduate students. Students may arrange to attend the official graduation of the University at their own expense, which takes place in March or April of the year following completion of studies. The Seminary will, however, at its own graduation ceremony at the end of the year, give recognition to graduating students as part of the official programme and would very much like to have graduates present at the graduation service

MORE INFORMATION ABOUT THE NUMBER OF COPIES TO BE SUBMITTED, THE FORMAT AND OTHER REQUIREMENTS WILL BE MADE AVAILABLE TO THE STUDENT ONCE HE/SHE IS READY TO SUBMIT THE FINAL PRODUCT.

CTBS / Guidelines

CAPE TOWN BAPTIST SEMINARY

Preliminary Application to enrol for the PhD: 2013/2014
[To be POSTED to the 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.

1. Title (Mr, Mrs, Miss): _____ 2. Surname: _____

3. First Names: _____

4. Address: _____

5. Telephone number: _____ Fax: _____

E-mail: _____

6. Highest school qualification (secondary):

7. Tertiary qualifications (please supply certified copies of qualifications and transcripts):

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

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 PhD:

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 title or area of study you are interesting in pursuing in your research:

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

Full Name: _____

ID/Passport number: _____

Signature: _____ **Date:** _____