

CAPE TOWN BAPTIST SEMINARY / UNIVERSITY OF PRETORIA - FACULTY OF THEOLOGY

GUIDELINES FOR SUBMISSION OF DOCTORAL THESIS

DATES OF SUBMISSION

- (a) End of April for
- (b) End of August for
- (c) A student must inform the Faculty Student Administration in writing **3 months** before submission: Name, student number, study leader, title, a paragraph on content of thesis for the information of the examiner.

CONFIRMATION OF DEGREE

- September – Spring Graduation Ceremony
- March/April – Autumn Graduation Ceremony

DOCTORAL CANDIDATES

SUBMISSION OF THESIS:

Seven (7) copies of the thesis: four bound copies with hard covers and three spiral bound copies must be handed in at the CTBS Academic Registrar's office.

Hard bound copies: one for international examiner, one for national examiner and one each for promoter and co-promoter.

Spiral bound copies: one for internal examiner, one for chairperson of examination panel of faculty of theology and one for an additional member of examination panel.

Bound

- **Title page** in front (See Regulation G.58 1.1).
- A **summary** of 500 words in **English** (in front or at the back) must be included in each bound copy (See Regulation G.59 1(a) and (c)).
- A list of 10 applicable **key terms** at the end of the summary.

Loose:

- **Submission form** -signed by the study leader. Obtainable from Administration of Faculty of Theology.
- **Curriculum Vitae** – written in sentences in collaboration with the study leader for the graduation book. The promoter will read the CV at the graduation ceremony to introduce the candidate to the audience. Maximum of 170 words. Paragraph one will contain some personal information eg. Qualifications obtained. Paragraph two will discuss the research and the importance thereof. Submit to student administration electronically via promoter.
- **An abstract** in English (350 words) and a copy of title page in English (See Regulation G.59 1(b) & 2).
- **Draft article** for publication in collaboration with the study leader (See Regulation G.61).
- Written proof must be submitted with the thesis that the article has been submitted to an accredited academic journal for publication.
- **Ten points** to be discussed at the oral defense of the thesis. In collaboration with the study leader.

NB: Immediately after the oral defense, the thesis is finalized:

- Two hard bound copies are handed in at the CTBS Academic Registrar's office for the CTBS & UP libraries.
- Electronic copies: 2 copies, one in PDF format and the other in MSWord format on a CD are submitted to the Faculty Administration for the library where the thesis will be published on the internet.
- An agreement form must be completed and also signed by promoter.
- Final dates for submission to library: 15 July for September Graduation Ceremony and 15 February for April Graduation Ceremony.
- Please contact the following email address for more information on how to submit this copy electronically upetd@up.ac.za or look at the following website <http://upetd.up.ac.za>

TECHNICAL FINISHING

- Copies are bound with a **hard cover**:
- Title of thesis, surname and initials printed on the front.
- Year, surname and initial on the spine of each hard bound copy.
- Copies must be printed on good quality paper and with quality letter print.
- A4 or A5 printed on one side or both sides.

Detail information is available in the General Information and Regulations of the University of Pretoria as available on the website: http://www.up.ac.za/programmes_and_courses/yearbooks

CAPE TOWN BAPTIST SEMINARY / UNIVERSITY OF PRETORIA - FACULTY OF THEOLOGY

GUIDELINES FOR SUBMISSION OF MASTER'S DISSERTATION

1. **DATES OF SUBMISSION** **CONFERMENT OF DEGREE**
 - (a) End of April for September – Spring Graduation Ceremony
 - (b) End of August for March/April – Autumn Graduation Ceremony
 - (c) A student must inform the Faculty Student Administration in writing **3 months** before submission:
Name, student number, study leader, title, a paragraph on content of thesis for the information of the examiner.

2. MASTER'S CANDIDATES

SUBMISSION OF DISSERTATION:

Four (4) copies to be handed in at the CTBS Academic Registrar's office:

- **Hard bound copies** (3): one for national examiner, one for supervisor and one for the co-supervisor of dissertation/essay,
- **Spiral bound** (1) for the internal examiner.

Bound:

- **Title page** in front.
- A **summary** of 350 words in **English** (in front or at the back).
- A list of at least **10 key terms** (in collaboration with the study leader) must be included after the summary.

Loose:

- **Submission form** signed by the study leader. Obtainable from Faculty.
- **Draft article** for publication in collaboration with the study leader.

Immediately after the reports of the examiners have been released, the dissertation is finalised;

- Two hard bound copies are handed in at the CTBS Academic Registrar's office for the CTBS & UP libraries.
- Two electronic copies of dissertation: one in PDF format and the other in MSWord format on a CD are submitted to the Faculty Administration for the library.
- An agreement form must be completed and also signed by supervisor.
- Please contact the following email address for more information on how to submit this copy electronically upetd@up.ac.za or look at the following website <http://upetd.up.ac.za>

3. TECHNICAL FINISHING

- Copies are bound with a **hard cover**:
- Title of dissertation/thesis, surname and initials printed on the front.
- Year, surname and initial on the spine of each hard bound copy.
- Copies must be printed on good quality paper and with quality letter print.
- A4 or A5 printed on one side or both sides.

Detail information is available in the General Information and Regulations of the University of Pretoria as available on the website: http://www.up.ac.za/programmes_and_courses/yearbooks