



**University of Wales
Prifysgol Cymru**

**INTERNATIONAL BAPTIST
THEOLOGICAL SEMINARY**

Research Degree Studies

MPhil and PhD in Theology

COURSE HANDBOOK

2011/2012

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SUMMARY OF THE COURSE

The course consists of Master of Philosophy and Doctor of Philosophy Degree studies in Theology. The University of Wales (UW), a major British University, validates the course. Students graduating from IBTS receive a University of Wales degree.

Link to the University of Wales website: <http://www.wales.ac.uk/en/Home.aspx>

- ◆ The course is designed for theology graduates and others who want to engage in postgraduate level study in Theology.
- ◆ The course has been specially designed by IBTS, Prague and follows strictly the British University standards set by the Quality Assurance Agency of the British Government and, specifically, the Common Academic Framework (CAF), Academic Regulations and the Code of Practice for Research Degree Programmes of the University of Wales as well as the IBTS “Code of Practice” based on the precepts of the Quality Assurance Agency of British Government and agreed with the UW.
- ◆ The course is available in a full-time (residential) and a part-time (non-residential) form.
- ◆ The normal full-time course of Master of Philosophy is from one to three years while the part-time version normally lasts from two to five years.
- ◆ The normal full-time course of Doctor of Philosophy is three to five years while the part-time version normally lasts from five to nine years
- ◆ The course is intended to encourage students to engage in supervised research and to develop their own independent study skills and creative abilities in researching material, producing seminar contributions and a dissertation.
- ◆ The course will be conducted through independent research, supervised tutorials and colloquia discussions. Students will be required to produce papers for seminars and to discuss their contributions with their peers.
- ◆ Normally the successful completion of an IBTS Postgraduate Certificate in Theology (PGCTh) Course and the submission of an approved dissertation proposal is a prerequisite for registering for MPhil and PhD level work through IBTS with the University of Wales.
- ◆ Method guidance and bibliographical support will be provided, and tutors will give guidance before and after the production of oral and written work.
- ◆ Each piece of research work is assessed by a supervisory team through a supervisory report forms following the University of Wales MPhil and PhD Quality Examination Criteria.

PURPOSE OF THE COURSE

- ◆ The course is designed for those who wish to pursue their interest studying Christian theology beyond graduate level to whatever is appropriate to their abilities and circumstances. It is suitable for students aiming at highest level academic qualifications for research and teaching in different theological fields such as Applied Theological Studies, Baptist and Anabaptist Studies and Contextual Missiological Studies.
- ◆ The course aims to build on a person's previous academic experience by deepening their understanding of specific areas of theological study and by bridging the gap between the contrasting demands of contextualisation and high academic quality of original research work.
- ◆ The course is most suitable as a form of in-service academic advance for those professionally engaged as ministers, teachers, missionaries, etc., but it is also appropriate for others with an interest in theological issues at postgraduate level. Some may have the opportunity to take several years aside for full-time study, while others will wish to follow the course on a part-time basis.

The objectives of the course are that participants will:

- ◆ have acquired an informed and in-depth critical understanding of the main themes of the practical life of the church and the context of the larger culture in their chosen area of study;
- ◆ be conversant with some of the major issues at the forefront of recent theological research and have a grasp of relevant research methodologies in their area of study;
- ◆ have developed independent judgement in analysing evidence, producing critical reviews and creatively constructing sustainable hypotheses;
- ◆ understand the specific conventions and patterns in their field of research and have produced coherent, cogently argued research projects and a dissertation.

APPLYING FOR THE COURSE

Entry Qualifications

Qualifications for entry to the course will conform to the appropriate regulations of the University of Wales.

- ◆ All applicants should note that, irrespective of a person's qualifications, IBTS would need to satisfy itself that a candidate has achieved the necessary academic standard to complete the course satisfactorily, normally through enrolling the candidates in the IBTS Postgraduate Certificate in Theology (PGCTh) Course. MTh graduates of the University of Wales may be exempt from enrolling in PGCTh.
- ◆ Applicants will normally possess a postgraduate (in North America 'graduate') degree (preferably taught or research Master's) in Theology, Religious Studies, Social Studies or Humanities or in some other related subject area and have graduated at an approved institution with above average ability for research work (65+ on British marking system, GPA B+ on USA marking system, or 4,50 on 1-5 marking scale). Applicants with a professional Master's degree or whose postgraduate degree is in a subject unrelated to Theology, Religious Studies, Social Studies or Humanities may be also admitted if they have followed a course of study in Theology whose standard is equivalent at least to a Post-graduate Diploma.
- ◆ Official transcripts of all previous academic work, including post-secondary school, university and seminary studies should be mailed directly to IBTS by the institution issuing the transcript. If a student's postgraduate programme of studies is in progress, a transcript should be sent at this time and a final transcript sent following completion of the student's programme. In addition, the student must send a copy of their secondary school leaving certificate (*Maturita*, 'O' or 'A' level results, high school diploma).
- ◆ Interviews can be also part of the application process.

The IBTS Application Packet includes the following forms:

- a) The Application for Admission. Application Forms are available from the Research Courses Administrator at IBTS or electronically on IBTS web-site.
- b) Official transcripts. (see above the Entry Qualifications)
- c) The Health Examination Report (To be completed by prospective full time students only); this form should be completed by an examining physician and mailed by the physician directly to the Research Courses Administrator at IBTS.
- d) The Housing Application Form (To be completed by prospective full time students only)
- e) Evidence of English Competence. The language of instruction at the International Baptist Theological Seminary is English. ALL applicants, except those who are native English speakers, must provide evidence of their English competence. Non-native English speaking students who have completed their prior theological or other studies at an English speaking

institution may also be exempted from the English language test score requirement. If you are not a native English speaker, you must either: 1) submit proof that you have achieved the Advanced Cambridge Certificate, or, 2) submit IELTS results, or, 3) have an official Test of English as a Foreign Language (TOEFL) score (no less than 550 or 270, depending on which of the two scales is used) sent to us directly by the TOEFL organisation. (For your reference, the Seminary's code number is 9574 for the TOEFL exam.) Information regarding this test may be obtained by writing: TOEFL, P.O. Box 1203, 6801 BE Arnhem, The Netherlands.

- f) Three reference-letters; completed by an officer of the applicant's denomination, the pastor of his or her local community of faith and one of the applicant's former or current academic teachers. Please have all persons mail the reference letters directly to the Academic Registrar at IBTS.
- g) Confirmation that the Application Fee has been paid.

Matriculation

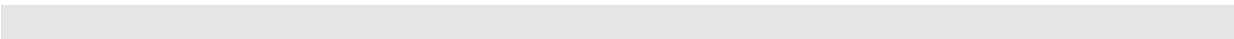
Student's admission to the programme is subject to successful matriculation with the University of Wales

Please note: If you need a visa to the Czech Republic, Czech authorities will require the original of your birth certificate and declaration that you have no criminal record from the authorities in your country.

Application documents should be sent to:

IBTS

Mr Norbert Csenyi
RESEARCH COURSES ADMINISTRATOR
NAD HABROVKOU 3
164 00 PRAHA 6
CZECH REPUBLIC



COURSE STAFF

COURSE LEADER

The Revd Doc Parush R Parushev BS/MS, MDiv, PhD (Scs), PhD (Th), FRASA

Register Current Directors of Studies UW:

The Revd Keith G Jones BA (Theol), MA, PhD, FRHistS, FCMI

The Revd J Andrew Kirk BD, AKC, BA, MPhil, PhD, TFBR

The Revd Doc Ivana Noble BD, Mgr, PhD, CES

The Revd Doc Parush R Parushev BS/MS, MDiv, PhD (Scs), PhD (Th), FRASA

The Revd Ian M Randall MA, MPhil, PhD, FRHistS

Register Current Supervisors UW:

The Revd David M. Brown BA, MDiv, ThM, PhD

The Revd Stephen Finamore LLB, MA, PhD

The Revd Alec Gilmore BD, MA, SOTS, SST

Ida Jane Glaser BSc, MPhil (Scs), PGCEd, PhD

Valentin Kozhuharov BA, BD, MA, PhD

Lydie Kucová BA, MTh, PhD, SOTS

The Revd Danut Manastireanu BA, BA, MA, PhD

The Revd Prof Nancey Murphy BA, PhD, ThD, ISSR

Timothy F T Noble, BA, BA, MEd, STB, PhD

Einike Pilli BA, MA-Ed, DTh

The Revd Toivo Pilli BA, ThM, PhD

The Revd James G M Purves LLB (Hons), BD (Hons), PhD

Valerie G Remple BA, MA, MA, PhD

The Revd Sergei Sannikov MS, DipS, DMin, PhD

Prof Walter William Sawatsky BA, MA, PhD, MHS

The Revd Prof Glen H Stassen BA, BD, PhD, CSSR

Advisors & Senior Research Tutors:

Professor Graham W Ashworth CBE, DL, BArch, MC.D

Professor J H Y Briggs MA, FRHistS

The Revd Wesley H Brown BS, MDiv, PhD

The Revd Herman Browne BA, BD (Hons), PhD

Pamela Robinson Durso BA, MDiv, PhD

Rollin G. Grams BA, MTS, PhD

David Robin Goodbourn BA, DEd, MEd, PhD

The Revd Professor I Howard Marshall MA, BD, PhD, DD

The Revd Derek B Murray MA, BD, PGD, PhD

The Revd Simon Oxley BSc, BD, MA, Med, DIM, PhD

The Revd Robin L Routledge BA, MA, PhD

The Revd Perry W H Shaw GDEd, BA, BTh, MEd, MTh, DEd

The Revd Matthew Thomas BA, MDiv, MA, PhD

Hannes Wiher, MD, DTMH, MA, PhD

ACADEMIC DEAN

The Revd Doc Parush R Parushev BS/MS, MDiv, PhD (Scs), PhD (Th), FRASA

IBTS research students are supervised by **supervisory teams**. Each student has at least two supervisors. Supervisors are members of the academic staff validated by the University of Wales.

Supervisory teams include staff with:

- experience of supervising research degree candidates to successful completion;
- evidence of recent research activity;
- evidence of substantial research achievements (for example significant levels of publications, grants or awards).

The main supervisor is called the **director of studies** and has overall responsibility for the work and progress of the student, supervising him/her regularly and frequently. The director of studies is responsible for directing the supervisory team, and ensuring that the candidate and the other **supervisor or supervisors** know the role of each member of the team.

Directors of studies at IBTS are suitably qualified members of the academic staff, active researchers, fulfilling criteria set out by the University of Wales Research Degrees Board for inclusion in the Research Degrees Board Register of Directors of Studies.

According to the regulations of the University of Wales, at least one supervisor must have experience of supervising to successful completion of research degrees at or above the level of the proposed enrolment. It is also expected that all supervisors should be able to demonstrate that they fulfil at least one of the following requirements:

- possession of a higher degree by research;
- authorship of research publications in an area relevant to the proposed research programme;
- experience of supervising research in an area relevant to the proposed research programme.

In addition to supervisors, an **adviser** or advisers may be invited to join the project teams to contribute some specialised knowledge or to act as a link with an external organisation.

LIBRARY AND ITS RESOURCES

Students of IBTS have full access to the IBTS library as well as to the UW Online Library.

Link to the IBTS Library: <http://www.ibts.eu/library>

Link to the UW Library: <http://www.wales.ac.uk/en/OnlineLibrary/OnlineLibrary.aspx>

IBTS Library is one of the largest English language theological libraries on the continent of Europe, which is well stocked in the all areas of Theology for postgraduate purposes. Library holdings number over 70,000 volumes, including materials in German and other European languages. The library is fully computerised, and the facilities for research are constantly being upgraded.

Professional library staffs manage the collection and serve the needs of library users. Besides the qualified and theologically trained staff, students and volunteers give help in the library. In some cases the volunteers are qualified librarians from other countries, for example giving help with archives and research studies. Library staff and volunteers place an emphasis on service and reference help and seeking effective ways to meet the research needs of, especially, remote part-time students. Please refer to the Library web site (www.ibts.eu/library) for further information and contact opportunities.

In addition to books in the lending section of the library, there is a large collection of periodicals and reference books. Periodicals number approximately 300 titles and electronic access is available to older journals and collections. There are audio-visual materials, microfilms and microfiches, and rare books and treatises. ATLA Religion, EBSCO's Religion and Philosophy and ProQuest Religion databases offer access to abstracts and the full text of periodicals in the field of theology. Access is also provided to the Internet, and students are able to consult key academic databases for detailed searches for bibliographical information. The library web site provides a listing of helpful, freely available theological information on the Internet, related to Contextual Missiology and other fields of theological studies (literature, trends and developments, organisations).

The Library is a member of the inter-library loan scheme.

The IBTS Library has working agreements with the Protestant Theological Faculty of the Charles University, the National Library of the Czech Republic and with the library of the University of Tübingen. Our Library is a member of several associations and networks of European theological libraries that offer professional support, shared periodical resources and acquisition and cataloguing help.

The library offers students ample reading space and the use of seven computers equipped with access to the catalogue, electronic databases, Internet and word processing software. There is also a photocopier, a microfiche/film scanner/printer, 2 traditional scanners and a DVD writer. IBTS also has a student computer room which can be used for research and writing of papers.

An introduction to the Seminary Library and information technologies will be given to all new students during the Orientation programme, but students can approach librarians at any time for further information and clarification.

STRUCTURE AND DELIVERY OF THE COURSE

IBTS offers three routes toward post-graduate degree study in theology: Postgraduate Certificate in Theology (PGCTh), Master of Philosophy (MPhil) and Doctor of Philosophy (PhD). These degrees are available in the Seminary's three major areas of concentration - in Applied Theology, in Baptist and Anabaptist Studies, and in Contextual Missiology.

All Master of Philosophy and Doctor of Philosophy degrees, as well as the Postgraduate Certificate in Theology programme (PGCTh), are validated and accredited by the University of Wales (United Kingdom), and follow the pattern of British higher educational institutions' quality assurance standards.

Link to the website of the British Quality Assurance Agency for Higher Education:

<http://www.qaa.ac.uk/Pages/default.aspx>

Applicants for research studies are not required to pass an entry examination. It is presupposed that the necessary competence to enrol doctoral level studies has been pursued and successfully acquired through the students' previous studies.

Students aiming for an MPhil or PhD degree are first registered on the PGCTh programme. Successful completion of the PGCTh Course is normally a prerequisite for enrolling onto MPhil/PhD study. On the one to two years long PGCTh programme the student's research abilities are tested and the student receives help with preparing his/her research proposal for the dissertation.

For further details on the PGCTh programme, please see the PGCTh Course Handbook at:

<http://www.ibts.eu/files/academic-programmes/postgraduate-certificate-in-theology.pdf>

Upon the successful completion of the PGCTh programme, a research proposal needs to be submitted by the student. The student's registration with the UW on the MPhil/PhD programme is dependent upon submission and approval of a workable proposal by the IBTS Research Degree Committee and also by the Research Degree Board of the UW. If needed, the student will be encouraged to take additional modules and build up competency for successful research work in the chosen field of study.

The student first gets registered on the MPhil/PhD programme. After completing certain amount of his/her research work, the student's further studies are differentiated on MPhil or PhD track.

MPhil and PhD research degrees are normally undertaken at IBTS through part time study, although full time study is also possible. On the part-time mode, MPhil normally takes up to five years (but no less than two years of research) and a PhD up to nine years (but no less than five years of research, of which the first two years are regarded as a probationary period unless an exemption from probation is granted). The candidate may submit a thesis, at the earliest, six months before the expiry of the minimal period of study.

Unlike the usual pattern of doctoral study in the USA and on Continental Europe, there is no University requirement to attend classes; but IBTS does require participation in the initial Orientation

activities, normally during the last days of August and the first two weeks of September in the first year of commencement of research studies. After the registration on MPhil/PhD track, the participation in no less than two Research Colloquia Seminars is also required. The Research Colloquia Seminar takes place during the last week of January and first week of February. Moreover, students must meet with their Directors of Studies at least once and preferably twice per year, if on part-time registration, or no less than once in a trimester, if on full-time study; one meeting can coincide with the two-week residency during the annual Research Colloquia Seminar.

The condition for successful graduation with an MPhil or a PhD is researching, writing, proper submission and successful examination, including oral examination (*viva-voce*), of a thesis. The depth of the research, the quality of writing and the level of originality of the dissertation's claims are defined by the degree's requirements. The length of an MPhil dissertation is up to 60,000 (normally 50,000) words and for a PhD dissertation it is up to 100,000 (normally 80,000) words. For a PhD dissertation, it is essential that the thesis be original in its content and it must add to the academic knowledge in the field of study.

Supervision of the dissertation

- ◆ In the normal course of supervision the student will be assisted by a team of supervisors composed of a *Director of Studies* appointed from IBTS academic staff, a *supervisor*, and in some cases an *advisor* as well. Taking into account the diverse background and life experiences of the IBTS students, the supervisors or the advisor may be appointed from the student's context of study.
- ◆ While the Director of Studies is principally responsible for the student's academic progress, all members of the team are involved in setting the objectives and the goal of student's research. They plan, exchange ideas, update the resource materials and evaluate the student's performance at least once a year.
- ◆ The supervisory team will have particular concern for the subject matter, bibliography, structure, style and academic level of the dissertation. The work on the dissertation, however, remains the responsibility of the candidate.
- ◆ It is the student's responsibility to ensure that adequate time is allowed in arranging dates for supervisions and in submitting work to his/her supervisors for comments and feedback. A schedule and frequency of the meetings will be agreed before the student formally starts with the work.
- ◆ The responsibilities and the expectations from the supervisory team and the student are outlined in details in the IBTS Supervisor's Handbook available to the registered students on IBTS Moodle platform.

Learning progression

The structure and the content of the MPhil and PhD schemes of study follow certain theological presuppositions. They are set in the tradition of baptistic emphases on learning together. Peer review and attendance at research colloquia and research events on IBTS campus have crucial significance for the quality and the speed of the student's academic advance.

The first Orientation session will enable the students to connect with patterns of Academic reasoning, the state of art in their respective fields of research interest and writing as well as with the use of conceptual framework of the academic philosophy for theology.

Interaction with the perspectives provided by the larger Christian tradition takes place through the active involvement of students, lecturers and tutors from a variety of Christian denominational backgrounds. The Seminary's academic life as a centre of multi-cultural, multi-ecclesial exchange plays an important role in widening the perspectives of the students and contributing to the quality of their research.

The Master of Philosophy and Doctor of Philosophy degrees at IBTS are demanding, especially given the fact that most students are working off campus and in English as a second or third language. Therefore, it is imperative that students take the maximum opportunity to participate in all forms of learning and research activities offered by the course such as lectures, seminars, colloquia, group discussions, case studies and personal tutorials. Each tutor will keep a supervision record of tutorial sessions that have been held face to face or electronically.

Expected steps in the learning progression are outlined in the Research Guidelines for MPhil/PhD.

Evaluation of student's progress

- ◆ In most cases the research work of each student will be assessed on the basis of written papers (including the Proposal paper), by Ad Hoc committees, appointed by the Academic Dean, or by the supervisory team.
- ◆ To ensure the quality of assessment and holistic perspective on the student's research work it is expected that most of the research work of the student will be reported at a research colloquium, postgraduate seminar or other academic event.
- ◆ Key points in the evaluation of the student's progress are the approval of the student's research proposal (as pre-requisite for the student's registration with the UW) and the transfer from MPhil/PhD to MPhil or PhD track for those registered on MPhil/PhD study track. Evaluations are done by the Ad Hoc committees that includes specialists in the student's field of research. The results of the Ad Hoc committee's assessment are submitted to the IBTS Research Degree Committee. The Research Degree Committee recommends the registration or the transfer of the student and the Research Degree Board of the UW approves it.
- ◆ Cheating and plagiarism: cheating (the presentation of someone else's work which the student ought to have done personally) or plagiarism (the use of ideas and information from a specific source without giving credit in some manner to the source) will result in the disqualification of the student's work and ultimately in the dismissal of the student if deemed appropriate by an IBTS Panel of Enquiry. The IBTS cheating and plagiarism policy is described in the Seminary's *Academic Student Handbook*.

Assistance available

- ◆ To assist the student's achievement and progress in accomplishing their work, an introductory module on critical thinking, academic research and writing methodologies is provided. It is set to assure the quality of students' research and writing. It is a compulsory module for all full time and part-time students.

- ◆ To assist students for whom English is a second or third language, consultations in advanced academic English writing, style and grammar are provided through the IBTS English language Department.
- ◆ To assist students with the final examination and oral defence, the students are required to undergo pre-viva (mock-viva) internal evaluation of their results and their oral defence skills before the final dissertation examination and viva voce.

Dissertation Examination

- ◆ Dissertation Examiners will be asked to bear in mind the University of Wales's criteria for the award of the degree of PhD, as detailed in the '**Regulations for the Degree of PhD**' and '**Standing Order 20A**'.

“The degree of Doctor of Philosophy may be awarded by the University in recognition of the successful completion of a scheme of further study and research, the results of which are judged to constitute an original contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.”

- Regulations for the Degree of PhD (Preamble)

- ◆ *Successful completion of a scheme of further study and research*

Even though taught courses are not part of the final assessment, this reminds us that there are no do-it-yourself degrees. All research students are required to be part of, and participants in, a programme of study where all are accountable. This means reporting, contributing to the weekly seminars when on campus and lecture, and general membership of the scheme for further study through face-to-face or electronic communication with academics whether they be Supervisors, Mentors, fellow students, or faculty at IBTS. Full co-operation is expected in producing the documents necessary for progression at MPhil Registration, PhD Registration, and the Pre-submission Sub-Committee. Failure to take the formal advice coming out of the attendant committee meetings, or not responding in any way to the unequivocal direction of supervisors, will again make the candidate more vulnerable where examiners find defects in the thesis.

- ◆ *Original contribution to learning*

Originality may be produced in the conception of the research project, in its methodology and the tools or instruments devised and employed, in the discovery or generation of primary sources, in the use of those sources, in the theoretical argumentation, or in the evidenced conclusions. Originality is not expected or required in every aspect of thesis, but where there appear to be few original thoughts or where the approach, modes, or content of research is just being replicated from other study, a PhD award would be inappropriate. Another person researching or writing the thesis or any plagiarism, that is the deliberate, or routinely careless, textual dependence on other studies, would debar the candidate from a PhD award, and would invite more serious outcomes.

- ◆ *Evidence of systematic study*

The examiners need to be satisfied that the candidate has mastered the secondary literature in the chosen subject and disciplines, narrowly defined. Systematic reading of the secondary literature and methodical use of primary sources will help to produce a coherent thesis that addresses a particular problematic cogently.

- ◆ *Ability to relate the results of such study to the general body of knowledge in the subject.*

Again, the copious reading of significant and up-to-date secondary literature is necessary for the candidate to be able to perceive the relationship of the research project to existing theory and findings. Without this candidates cannot know whether or where they are making original contribution: reinventing the wheel is not!

Whichever stage in research the student is at, they need to be working so as eventually to satisfy the examiners on these criteria. Relevant reading can be done usefully at any stage and in the connection of ideas across different sources, original ideas, which are not merely naïve, can come.

RESEARCH GUIDELINES FOR MPhil/PhD STUDIES

I. IBTS Research degree (MPhil/PhD) – An Introduction

1. INTERNATIONAL RECOGNITION of IBTS

The research degree is validated by the University of Wales, and upon completion the student receives a degree from the University of Wales that is internationally recognised. The quality of research work has to meet British standards and, specifically, the standards of the University of Wales. Most students come from Europe, but students from other continents are also very welcomed.

2. LENGTH of STUDY

Full-time MPhil studies should be finished in 2 years while part-time studies can take up to 5 years.

Usually applicants apply for PhD studies; before being able to enter doctoral studies most IBTS students have to pass through the MPhil/ PhD stage. After the submission of a final Research Proposal the student has up to 2 years to write about 30.000 words of his/her research dissertation. This work will be evaluated by an Ad Hoc Committee, and, if the quality is satisfactory, the student will be upgraded to continue his/her research dissertation toward a PhD.

After the Research Proposal has been approved, a full time student should finish his/her PhD during a three-year and at the most five-year period. Part time students have to finish their dissertation within nine years.

3. REGISTRAR OFFICE ITEMS

The IBTS Registrar keeps you up to date on different developments at IBTS and on your financial status. Please check, whenever you are on IBTS campus, what your financial situation is, clarifying the finances with the Registrar. Some additional information about academic life can be found on the IBTS website. Please contact the IBTS Registrar regularly, updating her on your progress, communicating all information about arrival and departure, arranging your stay and meals, and discussing possible visa questions. If you need a visa, you should apply for it at least 2 months before planned arrival at IBTS.

4. PROGRESS OF STUDENTS

After you have been accepted, you have to plan to attend the Orientation Programme as the start of your study programme, together with other postgraduate students. The Orientation Programme normally takes place during the first three weeks of September. Here you will have the opportunity to become acquainted with IBTS' educational philosophy, community philosophy, meet students and lecturers, and connect with your supervisor(s), the library, etc.

The normal progress of studies for a part time student should look like the following (Footnote 1)

Meeting	Mode	Month	Work to submit
1	Formal beginning	September, Year 1	Orientation weeks

1 IBTS usually offers part time research training (MPhil/PhD), and scholarship is only available for part time studies. Full time students need to look at the given structure as a more condensed programme as they have to finish the same work in half of the time.

2	Seminar meeting	February	Draft Proposal ²
3	(e-) mail	April	Submission of final Proposal
Evaluation of the proposal and registration with the University of Wales			
4	e-seminar ³	October, Year 2	Progress Report 1
5	Seminar meeting at IBTS	February	Research Seminar presentation (footnote 2)
6	e-seminar	June	Progress Report (Footnote ³ and ⁴)
7	e-seminar	October, Year 3	Progress Report (footnote 4)
8	Seminar meeting at IBTS	February	Research Seminar presentation (footnote 5)
9	e-seminar	June	Progress Report (footnotes 6, 5)
Evaluation and differentiation/ upgrade process from MPhil/PhD to MPhil or PhD			
10	e-seminar	October, Year 4	Progress Report (footnote 7)
11	Seminar meeting at IBTS	February	Research Seminar presentation (footnote 8)
12	e-seminar	June	Progress Report (footnote 9)
Seminars continue till the submission of finalised PhD dissertation.			
A dissertation defence (pre-viva voce) seminar has to be agreed upon.			
After successful evaluation, the PhD will be granted by the University of Wales. Graduation will take place at IBTS. The student is also welcome to participate in the graduation ceremony of the University of Wales.			

II. The Dissertation Proposal

A dissertation proposal should contain the following parts and be about 10 pages in length, plus bibliography. It may be shorter or longer. The order of topics in the proposal is not crucial. Remember to include your name and the date in your proposal.

1. Working Title

The title should reflect the nature and scope of the proposed research.

2. Research Question or Thesis Statement

In as short a space as possible, state the research question clearly. A thesis is not required in a proposal, since the student needs to state the area of research rather than what will be argued. The proposal that sounds too little like a proposal for research and too much like a study intended to prove what one already believes will not be accepted.

3. Proposed Supervisor/s

² See Drafting a Research Topic – developing a Research Dissertation Proposal

³ See Research Seminar Presentation Guidelines for e-seminar Progress Report

⁴ By now you should have written at least 20,000 words of your dissertation and submitted this in draft form to your supervisor

⁵ By now you should have written about 30,000 words of your dissertation and submitted this in draft form to your supervisor. Now your research will be evaluated and, if it is PhD material, it will be upgraded. Otherwise you will continue in the MPhil study programme.

Supervisors are approved by the university on the recommendation of IBTS Research Degree Committee separately from the dissertation proposal, and this process comes after the dissertation proposal. But a possible supervisor (or supervisors) should agree to the research prior to submitting the dissertation proposal.

4. **Motivation for This Research**

The academic motivation for this research comes in the next section. Here you should state why you want to do this research, particularly since some research is more or less difficult to conduct depending on who is doing the research. Questions about the researcher's objectivity or subjectivity sometimes need to be examined.

5. **Location of and Need for the Research in Current Scholarship**

Often this is clarified for the student after a literature survey (German: *Forschungsbericht*) has been written. Here key authors who have addressed the topic will be noted, along with why there is still reason to address the subject in a dissertation (which must contribute something new to knowledge).

6. **Scope of the Research**

The scope may be defined by persons, groups, geography, chronology, purpose or methods.

7. **Methodology**

General: quantitative or qualitative research; diachronic or synchronic study.

Biblical Studies: exegesis, Biblical theology/ethics, historical criticism, linguistic and grammatical study, source criticism, redaction criticism, composition criticism, form criticism, social science criticism, literary (narrative), discourse analysis, rhetorical criticism, structuralism, reader-response criticism, etc.

Church History: use of primary sources, interviews, surveys, etc.; interaction with other fields of study (as in Biblical studies): socio-economic, feminist, etc.

Contextual Missiology and Applied Theology: interdisciplinary fields of study (e.g., anthropology, sociology, ethics, theology, etc.) to be used in research

8. **Limitations to the Research**

Explain the limitations to this research in such a way that the study is either *strengthened* by the limitations (e.g., 'in order to put the new perspective on Paul and the Law to the test exegetically, this study will be limited to Paul's argument in Romans') or may still be *justified* despite the limitations (e.g., while several important primary sources for a study of the Pentecostal Church in Myan Mar are not available to the student, the study is still justified since oral significant oral reports are available and have not yet been analysed ...'). Some limitations preclude work on a given topic (e.g., lack of the necessary languages for research, access to data, etc.).

9. **Working Outline**

This should be as detailed as possible, and yet it will change constantly during the research and writing. It is an outline that is part of the proposal for *research*, not a prediction of what the dissertation ought to argue or conclude. It is often around 1 page in length.

10. **Bibliography**

Major writings should appear here: a weak bibliography demonstrates unawareness of the feasibility of the proposed research. Examiners look for evidence that the student has conducted a thorough-going bibliographical research: inclusion of major works, absence of superfluous works, evidence that writings in various languages have been sought, evidence that book titles, journals and unpublished dissertations have been explored, and evidence that

older and very recent works have been included. There is no limit to the length of the bibliography.

III. Research Seminar/ Colloquia Presentation Guidelines

A. OBJECTIVE OF THE SEMINAR

1. MAIN

To support and assist the researcher in his/her endeavour as a forum of discussion, dialogue, and clarification.

2. EXPLANATION

In order for a thesis to be established it has to meet the criterion of public knowledge.

This means that the accountability of our research goes beyond the fellowship of IBTS in order to convince anyone who has an academic interest in the research topic. This makes it difficult to rule out any question, which is relevant to the topic. Our research must be defensible to all-comers. Indeed, through the website, we invite all-comers, especially if they have relevant special knowledge, as it adds to our stock.

3. RESEARCH COMMUNITY

Research done in isolation is tedious, terribly lonesome, and probably impossible. Even when the topic is apparently far-removed from our research interest, it is helpful when we know what others at IBTS are studying and where they are. It is also comforting to know that others share in our project. There is always much to learn on how to construct the idea of a thesis, to develop, and complete it. Every one is different, but all have to go through similar emotional ranges and intellectual frustrations (normally with ourselves for not having read enough etc.).

4. SUPERVISION PROCESS

The supervisors will usually advise the student one-to-one or in writing. This continual contact is indispensable and provides the main basis for the formal assessment of progress at IBTS. Seminars neither replace nor displace that, but complement it, which is why we invite your supervisors to each of your presentations.

The seminar does not have a final say in guiding your work: that is left to your supervisors. Yet, the seminars do create a group dynamics that the supervisors cannot produce. As most of IBTS research students (MPhil/PhD) live outside of IBTS campus and the city of Prague, it is necessary that you attend once a year during the first two weeks of February all the research seminars where every research student has to present his/her current research results. Twice a year, usually in June and October this presentation will happen in an e-seminar (this regulation is for part time students, full time students have to present a Progress Report every second month).

You should prepare a script of your latest research developments (a Progress Report, or 3.000-6.000 word script) and send it to each research student, primary supervisor, and co-supervisor. You should submit your script well before (at least a week) the time of the Seminar in February (latest in the second half of January). You may distribute your Progress Report for the e-seminar during the month set for this.

You are also required to engage in the discussion at the e-seminar with at least 500 words, commenting on research scripts of others that you received twice a year through the e-seminar. If you are not able to participate in an oral Research Seminar on IBTS campus, you will have to present it in written form, as in June and October, and respond as in an e-seminar. For the oral seminar in

February, a member of your supervisory team should give you a debriefing to help sift the grain from the chaff in the brainstorming.

You will seldom be able to adopt all the ideas thrown up in the course of the seminar, some will be mutually exclusive or contradictory, others will be most valuable, and you might not have acquired them any other way. It is part of your academic development to be able to assimilate and evaluate quickly a whole range of ideas, new and old, and total acceptance or rejection is not a mature option. Your supervisory team will help you in this evaluation, but in the end, the responsibility for thrust of the thesis is yours.

5. UNIVERSITY STANDARDS OF RESEARCH

To give quality assurance at research degree level, it is good practice in the Seminary to hold regular seminars.

B. CONTENT

1. STAGE OF THE RESEARCH

Seminar papers may reflect any stage of the research, provided you have reached it! The important factor is to make it clear which stage you are presenting and how it fits into your conception of the whole thesis, which for years is going to remain vague and uncertain in varying degrees. Nevertheless, the seminar will help you take a step towards certainty, at least on reflection.

2. INTRODUCTION TO THE SEMINAR PAPER

Please preface each presentation with a written introduction including:

- a. Name and Current Thesis Title
- b. Academic Aims or Abstract of the Research
- c. Number and Nature of Previous Presentations and Nature of the Present

Your submission may be an essay in some area of the research topic, a literature review, a draft research proposal, an exposé or synthesis of leading ideas, a location of the research in a body of academic theory, a survey or report on a pilot experiment, a report of fieldwork or data collection, the kernel or summary of a chapter, a part/whole chapter. Scholars too often attempt to present all of a formal part of the work they are required to submit, when a more varied approach may suit their purposes better. It is likely to be more helpful to you to present the core argument of a chapter, for instance, in the early stage of writing it, than to present a chapter, when you think you have completed it, only for the seminar to take it apart. Academics frequently present the bones of argument in a seminar, and having tested the academic waters, then prepare it for publication fully fleshed out. In any case, the practical word limit for seminars (see below) means you are not going to communicate your thoughts well by trying to present a whole, finished chapter, which will normally be more than 12,000 words.

- d. Chapter Outline for the Thesis It should be made clear how the seminar paper relates to this; not that it has necessarily to be slotted into one particular sub-section.
- e. Research Questions

What is the focus of your research work? What are the questions that you are handling in this presentation? What are the issues, on which you would like the seminar to give you input or responses? What are the problems you are trying to surmount? Inviting help at the start is the best way to prevent a destructive response provoked by the presentation of an open and shut case or a closed mind.

- f. Bibliography

It is most helpful to see the bibliography with a research proposal, for that in itself signifies the scope of the research and how far the literature search has reached. In any case, all references in the text should be given in full.

IV. The Literature Survey (*Forschungsbericht*)

The purpose of a literature survey is:

- a. to bring together the relevant scholars into a virtual seminar that establishes the working agenda for the rest of the dissertation. From the survey arises the research question for the dissertation. One purpose of a Ph.D. dissertation is to establish that the student is truly a peer among this group of scholars.
- b. to classify the scholars and their scholarship as much as this can be done in one or more of the following ways:
 - i. chronologically;
 - ii. methodologically;
 - iii. according to positions they hold, emphasising what is held in common and what is disputed;
 - iv. according to arguments put forth
 - v. according to the problem/s entertained
 - vi. according to what the Greek rhetoricians referred to as the 'stasis' of an argument, the point at which an argument/dispute turns, such as disputing the facts, the relevance of data, the interpretations, the witnesses, etc.
- c. to show the gaps in the discussion to date (and thus the agenda for the present piece of research) by pointing out:
 - i. things left unexplored;
 - ii. things that need more thorough research;
 - iii. mistakes or errors in previous research
- d. to point out other literature surveys on the topic (and not to duplicate these without making a new contribution to the surveying of this literature)
- e. it will often be necessary to survey another area of literature when introducing a later chapter in the dissertation, such as when a new methodology is being introduced to work the topic in a fresh way, or when the dissertation brings two fields together in a new and creative way. If the research question arises out of more than one literature survey, then it would probably be appropriate to place both (or more?) surveys in the same literature survey chapter.

Thus the literature survey chapter has the purpose of identifying the key scholars and something of the history of the research to date, the research question, methodology, the main arguments to date (usually later chapters get into the detailed discussion), the gaps and problems with research so far, and the possibilities for new and creative research of the question. There is no one right way to reach these goals, and for all the straight-forwardness of writing up a review of what others have said, there is much room for creativity on the student's part for how these goals are accomplished. That is, the literature survey is more than a report, it is itself an argument with the goal of establishing the rationale for the research to follow.

V. Chapter Writing Guidelines

Guidelines for Writing a Chapter: Presentation, style and argument.

- It is critical that each of the chapters make an argument. Each chapter must therefore have an argumentative structure from the start. The chapter should not merely be the logical or chronological presentation of relevant facts and observations.
- Researchers should use as little academic jargon and specialist language as possible; if this is unavoidable, use the footnotes to provide a quick and clear layman's explanation of the

technical term in no more than a phrase; if that is not possible, please do not use the term. The term "social capital," for example, is a technical, specialist term that requires explanation.

- Begin your chapter with a strongly argued opening paragraph. This paragraph can sometimes include references to the existing literature on the case at hand, particularly when this literature is extremely well known.
- Use sub-headings or "sign-posts" in your pieces so that there are no undifferentiated stretches of running text.
- You should feel free to say "I" in your chapter: this is usually more direct and forceful, and avoids awkward passive constructions.
- While the use of statistics and numerical tables is welcome in principle, they may or may not be useful or necessary in any given case. Your supervisor should guide you as to where statistics, numbers, etc., should be used. They should not be used excessively or indiscriminately.
- Any case study should be more than a summary of empirical findings but must also include theoretical reflection on and interpretation of these findings. As mentioned above, your theoretical interpretation of your empirical evidence should take the form of an argument.
- Any case studies must be data rich. They can include illustrative anecdote so long as the point being made is independently supported by empirical evidence.

Adapted from the Document given to the Pew Researchers on Evangelicals and Politics by Timothy Samuel-Shah

V. Resources for Theological Studies on the Internet

General

William Badke, *Research Strategies: finding your way through the information fog*, 2000, is a textbook to learn research; it can be found online at <http://www.acts.twu.ca/lbr/textbook.htm>, or order as a print edition.

www.proquest.cz – a collection of databases in various areas of study, including reference works; for theological study ProQuest Religion Database will be most helpful as it provides full text of electronic journals in the area of religion and theology. As it is accessible only from the IBTS network, during the times when you are not on campus you may want to ask the librarians to e-mail you an article that you need.

<http://rzblx1.uni-regensburg.de/ezeit/dfaj> – Collection of electronic journals (usually full text) in various areas of study, including theology and religion, accessible from anywhere

Document Delivery Service – www.subito-doc.de. They deliver articles and books by e-mail, post or fax (whatever medium is applicable) to many parts of the world, there is payment involved in the delivery.

Document Delivery Service – www.ub.uni-tuebingen.de/docdel/main.php. The page is in German, but provides a link to the same information in English. Just a little bit cheaper than Subito Document Delivery service.

Theology and Bible

Computer Assisted Theology - <http://users.ox.ac.uk/~ctitext2/theology>

Religious Studies Electronic Journals – This list focuses on journals supporting academic research, maintained by the University of Calgary - <http://www.ucalgary.ca/~lipton/journalss.html>

Yale University Divinity School Library offers a rich list of selected Internet sites and electronic texts - <http://www.library.yale.edu/div/electext.htm>

Wabash Center – Guide to Internet Resource for teaching and learning in theology and religion - <http://www.wabashcenter.wabash.edu/internet/front.htm>

<http://www.academicinfo.net/religindex.html> - Academic Info: Biblical Studies Resources: collection of links for further studies, mainly in the area of New Testament. Through Keyword Search one can find other areas of study as well (theology, ethics, Orthodox Church, and many other areas)

<http://religion.rutgers.edu/vri/bible.html> - Virtual Religion Index from Rutgers University for Biblical Studies (the index covers many other study areas in religion).

APS Guide to Resources in Theology - <http://www.utoronto.ca/strikes/theobook.htm>

Website of the Irish Theological Association - <http://www.theology.ie>

Columbia Bible College – Internet Resources – www.columbiabc.edu/library

Internet Theology Resources – www.csbsju.edu/library/internet/thejour.html

St. Mary's University Theology Journals Online – <http://library.smarytx.edu/acadlib/subject/theology/theoejrn.htm>

Review of Biblical Literature (RBI) – <http://www.bookreviews.com>

<http://www.torreys.org/bible> - Resource pages for Biblical studies (focusing on early Christian writings and their social world; provide link of the month (compiled by Torrey Seland, Professor in Biblical Studies, Volda University College, PO Box 500 6101 Volda, Norway).

<http://www.bsw.org/> - Biblical studies on the web provides: electronic version of two journals (Biblica, Filologia neotestamentaria); Index of biblical commentaries on the WEB; a listing of online catalogues of various libraries in Europe and North America; a listing of electronic journals (full text and others); and other links (maybe the most important feature). They also have a Multi-Library search function, but it becomes very slow when large collections are included in the search (such as LCOC, COPAC).

<http://web.infoave.net/~jwest/> - Biblical studies resources, personal page of Dr. J. West, can be found through Google

<http://research.yale.edu:8084/divdl/eikon/index.jsp> - Eikon Image Database for Biblical Studies: sorted by biblical book, geographical location, object type and topic; one can have look at various images - scrolls, tablets and other images related to Biblical Studies - without having to go to the Museum that holds them.

Jewish Encyclopedia – <http://www.jewishencyclopedia.com>

Biblica's Online Partial Edition - Home Page - <http://www.bsw.org/project/biblica/>

<http://www.thesaurus.com/>

<http://nt1.ids.ac.uk/eldis/>

<http://oulib1.open.ac.uk/>

<http://www.oup.co.uk/>

<http://www.bodley.ox.ac.uk/oxlip/bodcat.html>

<http://www.ihr.sas.ac.uk/ics/mm.html>

<http://www.sagepub.co.uk/>

<http://www.csbsju.edu/academicadvising/help/ahelp.html>

IBTS CODE OF PRACTICE

This Code of Practice is based on the precepts of the Quality Assurance Agency and aligned with the University of Wales Code of Practice & Regulations.

Institutional arrangements

1

Institutions will put in place effective arrangements to maintain appropriate academic standards and enhance the quality of postgraduate research programmes.

- The Rector has determined this shall be done and the Board of Trustees supports this, not least through the work, policies and procedures carried by the Academic Board and the Joint Research Committee.

2

Institutional regulations for postgraduate research degree programmes will be clear and readily available to students and staff. Where appropriate, regulations will be supplemented by similarly accessible, subject-specific guidance at the level of the faculty, school or department.

- These are published by IBTS on our web site and available from the Registrar. The Academic Dean and the Course Leader of Research Degree (MPhil and PhD) Studies will also advise on specific regulations and requirements, which are reviewed annually.
- The requirements for post-graduate awards, progression to the awards and specifics of, structure and flow of the programmes are outlined in the Course Handbooks and Research Students' Handbook.

3

Institutions will develop, implement and keep under review a code or codes of practice applicable across the institution, which include(s) the areas covered by this document. The code(s) should be readily available to all students and staff involved in postgraduate research programmes.

- The Rector and Academic Dean have instructed that this must be done. The elements of the code of practice are incorporated in the Course and Handbooks.

4

Institutions will monitor the success of their postgraduate research programmes against appropriate internal and/or external indicators and targets.

- Monitoring is done bi-annually on the bases of reviewing student's progress and feedback from students, faculty and donors and through the report of the Academic Team to the Board of Trustees and in the regular meetings of the Joint Research Committee.
- For the monitoring the Academic Team collects, processes, distributes widely relevant statistics to all parties involved in the work of the institution (through Academic Team's reports to BoT, Examiner's and Joined IBTS/UW Board, LINK Quarterly,

Friends of IBTS networks in the UK and the USA, Rector's public presentations, IBTS website, etc.)

The research environment

5

Institutions will only accept research students into an environment that provides support for doing and learning about research' and where high quality research is occurring.

- IBTS is committed, through our interdisciplinary Research Institutes, post-graduate seminars, conference programme and rigorous research culture to create, support and develop a demonstrable research achievements, effective learning paradigms, and research environment of the highest international standards.

Selection, admission and induction of students

6

Admissions procedures will be clear, consistently applied and will demonstrate equality of opportunity.

- IBTS publishes our admissions procedure and great care is taken to ensure no student is entered into the post-graduate research programme without a minimum level of a taught Masters Degree or equivalent and without participating in the Orientation, Research and Critical Thinking modules, research seminar programme and the production of a clear, attainable research project.
- Student's admission is always a result of a collective decision making with careful consideration of all possible sources for funding of student's research work.

7

Only appropriately qualified and prepared students will be admitted to research programmes.

- IBTS ensures this through the multidisciplinary work of the Academic Team and Joint Research Committee in careful review of all applications.

8

Admissions decisions will involve at least two members of the institution's staff who will have received instruction, advice and guidance in respect of selection and admissions procedures. The decision-making process will enable the institution to assure itself that balanced and independent admissions decisions have been made, that support its admissions policy.

- Admissions procedure involves a minimum of six academic members of staff. The Moderator appointed by the University of Wales has been asked for specific support and training of staff involved in admissions. Academics from two British, one German, one Ukrainian and one Russian institution also participate in this selection process. Additionally extended international network of research tutors is involved in the making of the research student's supervising committees.
- The research programmes are open to students who have a relevant undergraduate degree and a good knowledge of English. Applicant's English language competency, as outlined in the application materials, is assessed by submitting an essay and by submitting a proof of achieving the Advanced Cambridge Certificate or an official Test of English as a Foreign Language (TOEFL) score either 550 or 270 according to the scaled used. The school provides additional English language support to the admitted candidates.

9

The entitlements and responsibilities of a research student undertaking a postgraduate research programme will be defined and communicated clearly.

- All students receive full explanation, individual interviews with the Rector and the Course Leader of Research Degree (MPhil and PhD) Studies, and guidance from ad hoc committees of faculty members in the student's research filed during the orientation period to meet this specific code of practice.
- The dynamics of IBTS admission process for MPhil/ PhD, available stand-by modules for improving their research skills are listed in the Research Students' Handbook.

10

Institutions will provide research students with sufficient information to enable them to begin their studies with an understanding of the academic and social environment in which they will be working.

- The appointment, briefing and support of supervisors are high priority tasks for the Course Leader of Research Degree (MPhil and PhD) Studies. The Rector takes care to meet regularly with postgraduate students to discuss academic and social environment issues at IBTS.
- Virtual Critical Thinking, Academic Research and Writing Seminar and weekly exercises in skills of argumentation, qualitative and quantitative research techniques for on campus students.
- Assistance for working on dissertation proposals by qualified faculty-peer group seminars and e-net support system.
- Writing Research Dissertation seminars for both MTh and MPhil/ PhD.

Supervision

11

Institutions will appoint supervisors who have the appropriate skills and subject knowledge to support, encourage and monitor research students effectively.

- IBTS takes careful note of research areas of the students and then through the Joint Research Committee assigns supervisors who have relevant knowledge, skills, expertise and experience.
- Annual briefing with UW Moderator on spectrum of supervision and quality assurance.

12

Each research student will have a minimum of one primary supervisor from the academic staff of IBTS. He or she will direct student's study and will normally be part of a supervisory team. There must always be one clearly identified point of contact for the student.

- IBTS conforms to this element in the code of practice. All IBTS research students are supervised by a supervising team with a primary and specialist supervision and each student has a clear point of contact formally advised to them.
- Supervisory team keeps fluid network of contacts with the student, among the members of the team and with the primary supervisor.

13

Institutions will ensure that the responsibilities of all research student supervisors are clearly communicated to supervisors and students through written guidance.

- Primary supervisor is specifically tasked to make sure supervisors receive such written guidance and monitoring.
- IBTS secures pastoral support through the institution of Personal Mentors and campus Chaplaincy listed in the Research Students' Handbook.

14

Institutions will ensure that the quality of supervision is not put at risk as a result of an excessive volume and range of responsibilities assigned to individual supervisors.

- The monitoring of supervisory workload is undertaken monthly by the Course Leadership, regularly by the Academic Team and twice yearly by the Academic Committee of the Board of Trustees.

Progress and review arrangements

15

Institutions will put in place and bring to the attention of students and relevant staff clearly defined mechanisms for monitoring and supporting student progress.

- All progress is reviewed in both Departmental Academic meetings (once a Trimester) and in the Joint Research Committee (twice a year).
- Mechanisms of monitoring and supporting student's academic progress are outlined in the guidelines for scheduling, reporting and evaluation student's research work. These are entered in the Course Academic Handbook and publicly displayed.

16

Institutions will put in place and bring to the attention of students and relevant staff clearly defined mechanisms for formal reviews of student progress, including explicit review stages.

- IBTS has a built in standard review scheme for pre-registered students, at registration, after two years, or after the completion of Part I of MTh research work and then annually.
- IBTS has a clearly defined policy of termination of student's registration if the progress continues to be unsatisfactory.

17

Institutions will provide guidance to students, supervisors and others involved in progress monitoring and review processes about the importance of keeping appropriate records of the outcomes of meetings and related activities.

- IBTS is developing a record-keeping pro-forma for all supervisors and the Course Leader of Post-graduate Studies is compiling a database for this purpose.

Development of research and other skills

18

Institutions will provide research students with appropriate opportunities for personal and professional development.

- IBTS seeks to do this through the research and learning environment, guided seminar and communication performance on weekly workshops, seminars, research events and post-graduate seminars, publication of the *Journal of European Baptist Studies*, encouragement to participate in relevant academic conferences etc.
- A special series of seminars on equipping or improving research students' teaching skills and techniques of teaching and communication are offered by the school to all students willing to enrol.

19

Each student's development needs will be identified and agreed jointly by the student and appropriate academic staff, initially during the student's induction period; they will be regularly reviewed during the research programme and amended as appropriate.

- IBTS seeks to do this in the Orientation/induction process and this forms part of the regular review procedure.
- IBTS encourages and provides opportunities to MPhil/ PhD students on campus to take part in delivery of undergraduate and taught master's course work.

20

Institutions will provide opportunities for research students to maintain a record of personal progress, which includes reference to the development of research and other skills.

- IBTS is seeking to establish appropriate Personal Development Planning materials and records. Further advice is being sought from our Moderator.

Feedback mechanisms

21

Institutions will put in place mechanisms to collect, review and, where appropriate, respond to feedback from all concerned with postgraduate research programmes. They will make arrangements for feedback to be considered openly and constructively and for the results to be communicated appropriately.

- This takes place directly with the supervisor, Primary Supervisor, Course Leader of Research Degree (MPhil and PhD) Studies, Departmental Academic meetings, Research Degree Committee, Academic Committee of the Board of Trustees.
- Student's evaluation forms are collected and analysed annually. The results of the evaluation are communicated back to the faculty and the students.

Assessment

22

Institutions will use criteria for assessing research degrees that enable them to define the academic standards of different research programmes and the achievements of their graduates. The criteria used to assess research degrees must be clear and readily available to students, staff and external

examiners.

- IBTS seeks to abide by the criteria established by the University of Wales.

23

Research degree assessment procedures must be clear; they must be operated rigorously, fairly, and consistently; include input from an external examiner; and carried out to a reasonable time scale.

- IBTS seeks to conform fully to the criteria and assessment procedures established by the University of Wales.

24

Institutions will communicate their assessment procedures clearly to all the parties involved, i.e. the students, the supervisor(s) and the examiners.

- IBTS ensures all post graduate research students have information on the relevant documentation developed by the University of Wales, which are included regularly in the Research Students' Handbook.

Student representations

25

Institutions will put in place and publicise procedures for dealing with student representations that are fair, clear to all concerned, robust and applied consistently. Such procedures will allow all students access to relevant information and an opportunity to present their case.

- Students are represented at all levels of decision making – Departmental Meetings, regular Rector/student Assemblies, and meetings with the Board of Trustees.

Complaints

26

Independent and formal procedures will exist to resolve effectively complaints from research students about the quality of the institution's learning and support provision.

- IBTS conforms to the procedures put in place by the University of Wales.
- Conflicts between student and supervisor are best discussed informally. Normally it is the Academic Dean who should try to bring the proper understanding between these two sides and restore broken line of communication. If this fails, a committee, not involved in immediate supervision of the student and appointed by the Dean among the members of the Research Board, should try to resolve the conflict.
- Finally, if it is impossible to restore cooperation and communication between the student and a supervisor, the student has the right to request changing supervision.

Appeals

27

Institutions will put in place formal procedures to deal with any appeals made by research students. The acceptable grounds for appeals will be clearly defined.

- IBTS operates the appeal procedures specified by the University of Wales.

SUPERVISORY REPORT FORM

INTERNATIONAL BAPTIST THEOLOGICAL SEMINARY

Fax +420 296 392 370

Parushev@ibts.eu

FORM to be completed by the Supervisor after each formal supervision meeting. Since the validating universities do not ordinarily have personal contact with student or supervisor, it is necessary to have documentary evidence that worthwhile research is research being conducted! Thank you for your co-operation.

Student:

Surname

Other Names

Awarding Institution IBTS

Supervisor

Name

Institution

Date of Supervision Meeting

Primary Supervisor/ Second Supervisor (please delete)

Summary of the Supervision

Assessment of Student's work to date

Evaluation of Student's purely intellectual progress

Other Contacts if you can, please indicate the extent of other supervisory communication

Letters from You Re:

Date Sent

Letters from Student Re:

Date Received

Tel/Fax/E-mails from You Re:

Date Sent

Tel/Fax/E-mails from Student Re:

Date Received

Recommendations (only as appropriate and in due time)

Provisional assessment of student's potential to complete, and at what standard, and by when

Registration

Examination

Any Other

Research Planning

Statement of research objectives set for the next period

Statement of any actions to follow from the supervision and by whom

Any further issues to be reported

ASSESSMENT

A copy of the regulations of the University of Wales governing the presentation and assessment of research degrees can be obtained through the IBTS Academic Registrar.

A candidate is encouraged only to submit a dissertation for examination with the approval of the primary supervisor and the approval of the Seminary's Research Committee (based on pre-viva and the written report of an independent reader).

The University of Wales will appoint an External Examiner (usually on the basis of a nomination from the IBTS Research Degree Committee) and the RDC will appoint an Internal Examiner. If a candidate is a tutor of the Seminary (full-time, part-time, or associate) or on the teaching staff of the University, two External Examiners will be appointed. Examiners will be appointed on the basis of the relevance of their experience and expertise to the subject of the dissertation. The University will send a copy of the dissertation to the External Examiner(s) together with the appropriate Examiners' report forms and a copy of the University's regulations for the award of research degrees.

The IBTS RDC will appoint a member of the Seminary's teaching staff (usually a member of the Committee) as Chairperson for the Examining Board. The Chairperson of the Board will be independent of the examining process and will be responsible to the Senior Pro-Vice-Chancellor for Research of the University for the conduct of the examination.

If a candidate so desires, and with the consent of the Examiners, a candidate's supervisors may attend the oral examination but may not participate in discussion unless specifically invited to do so by the Examiners.

A dissertation submitted for the degree of Master of Philosophy will not exceed 60,000 words in length (excluding Appendices and genuine footnotes) and should conform to the guidelines set out in the University's current regulations for the submission of dissertations. The criteria for the award of the degree of Master of Philosophy are as follows:

'The degree of Master of Philosophy may be awarded by the University in recognition of the successful completion of a course of further study and research, the results of which are judged to constitute a critical evaluation and analysis of a body of knowledge or an original contribution to knowledge.' (footnote 6)

In accordance with these criteria the Examiners may make one of the following recommendations:

- a) 'That the candidate be approved for the degree of MPhil.
- b) That the candidate be not approved for the degree of MPhil, but that, the thesis being satisfactory in substance but defective in presentation, or in detail, the candidate be allowed to modify the thesis and re-submit it on one further occasion, not later than one year from the date of official communication to him/her of the result by the University Registry, for the degree of MPhil, on payment of a reduced fee.
- c) That the candidate be not approved for the degree of MPhil but be allowed to modify the thesis and re-submit it on one further occasion, not later than one year from the date of

6 University of Wales, *Academic Regulations: Degrees, Diplomas and Certificates*, p. 58.

official communication to him/her of the result by the University Registry, for the degree of MPhil, on payment of a re-presentation fee.

- d) That the candidate be not approved for the degree of MPhil.’ (footnote 7)

A dissertation submitted for the degree of Doctor of Philosophy will not exceed 100,000 words in length (excluding Appendices and genuine footnotes) and should conform to the guidelines set out in the University’s current regulations for the submission of dissertations. The criteria for the award of the degree of Doctor of Philosophy are as follows:

‘The degree of Doctor of Philosophy may be awarded by the University in recognition of the successful completion of a scheme of further study and research, the results of which are judged to constitute an original contribution to learning, to give evidence of student’s ability to think independently and critically and to relate the results of such study to the general body of knowledge in the subject.’

‘In judging the merit of a thesis submitted in candidature for the degree of PhD, the examiners shall bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of two or three years (as appropriate) of full-time study, or its part-time equivalent.’ (footnote 8)

In accordance with these criteria the Examiners may make one of the following recommendations:

- a) ‘That the candidate be approved for the degree of PhD.
- b) That the candidate be approved for the degree of PhD subject to completion of such minor corrections as may be required by the Examining Board. Corrections must be completed within 12 weeks after the submission for examination. (In such circumstances the Examining Board may stipulate that External Examiner(s) should be satisfied that minor corrections have been completed prior to the award process being initiated).
- c) That the candidate be not approved for the degree of PhD but that, the thesis being satisfactory in substance but defective in presentation, or in detail, the candidate be allowed to modify the thesis and re-submit it on one further occasion, not later than one year from the date of official communication to him/her of the result by the University Registry, for the degree of PhD on payment of a reduced fee.
- d) That the candidate be not approved for the degree of PhD but be allowed to modify the thesis and re-submit it on one further occasion, not later than one year from the date of official communication to him/her of the result by the University Registry, for the degree of PhD on payment of a re-presentation fee.
- e) That the candidate be not approved for the degree of PhD
- f) That the candidate be not approved for the degree of PhD, but be approved for the degree of MPhil.
- g) That the candidate be not approved for the degree of PhD, but be allowed to modify the thesis and re-submit it on one further occasion, not later than one year from the date of official communication to him/her of the result by the University Registry, for the degree of MPhil, on payment of the examination fee.’ (footnote 9)

7 University of Wales, *Academic Regulations: Degrees, Diplomas and Certificates*, pp. 63f.

8 University of Wales, *Academic Regulations: Degrees, Diplomas and Certificates*, p. 65.

9 University of Wales, *Academic Regulations: Degrees, Diplomas and Certificates*, pp. 70f.

IMPORTANT INFORMATION

All fees and expenses are to be paid in advance for a full semester.

The Seminary must be assured that the student has adequate financial resources, including funds for return transportation to the home country, before final acceptance is given. As part of the application process, students must provide a financial statement which shows personal resources, family resources, and aid from home churches, denominational bodies, and/or mission agencies.

At the present moment there is no scholarship grant available for the student's spouse or family members. All full time students must take financial responsibility for their own visa costs and travel costs. It is essential that all those who come as residential students have a long term visa for entry to the Czech Republic before they arrive here. Often obtaining a visa is a lengthy process.

Insurance cover available in Czech Republic is quite limited. The seminary can take no responsibility for medical cover for a student or a spouse of a student who is pregnant when she arrives here and IBTS does not provide insurance for any student or spouse who becomes pregnant while here. Pregnancy does not affect the decision of IBTS to accept a student but falsifying or failing to disclose information about pregnancy may result in dismissal from the IBTS programme.

Basic costs of student life, if living full time on campus, include housing, food, books, registration costs, teaching fees and required medical insurance, and these basic costs can total up to about 30,000 Czech Crowns per month. Incidental expenses for transportation, clothing or other items vary according to each student's needs and habits.

At the point of the thesis submission and viva voce examination in Prague there is an examination fee, costs of examiners attending the examination, costs in mailing thesis to examiners etc. These costs vary from situation to situation but an average total as at 2010 is €1,500-1,700 of which examination fee alone to the UW is 232 British pounds for MPhil and 280 British pounds for PhD dissertation examination. If the dissertation is return for re-submission and re-examination the fee for re-submission to the UW is 232 British pounds for MPhil and 280 British pounds for PhD dissertation examination. These costs are fully borne by the student examinee or by student's sponsor.

Normally courses will be undertaken part-time. This option is considerably cheaper. In this case travel to and from the seminary for intensive teaching weeks is the responsibility of the student. A part-time student will normally come to IBTS at least once per academic year regularly during the research colloquia time.



EXAMINATION FEES

A. EXAMINATION FEES

	<u>2009/10</u>	<u>2010/11</u>
MPhil	£226	£232
DCounsPys	£274	£280
PhD	£274	£280

B. RE-EXAMINATION FEES

	<u>2009/10</u>	<u>2010/11</u>
Master's Resubmission of dissertation	£113	£116
MPhil Full Resubmission	£226	£232
Resubmission on grounds of presentation or detail	£113	£116
DCounsPys Full Resubmission	£274	£280
Resubmission on grounds of presentation or detail	£137	£140
PhD Full Resubmission	£274	£280
Resubmission on grounds of presentation or detail	£137	£140

OTHER COURSES AT IBTS

IBTS provides higher academic theological training as a support centre for European Baptist seminaries to send well-prepared students for advanced academic work. The courses are designed to prepare students further for pastoral ministry, mission work, other forms of church vocation, and further study in theology.

MASTER'S STUDIES

IBTS offers a full two years M level /second cycle Master's programme **Magister in Theology (Mgr.)** completely satisfying the requirements of the Bologna agreement for mutually recognized educational degrees of the European Union and fully accredited by the Ministry of Education of Czech Republic.

IBTS at this time offers four M level/second cycle **Master of Theology (MTh)** courses:

The Master in Theology in Applied Theology
The Master of Theology in Baptist and Anabaptist Studies
The Master of Theology in Contextual Missiology

The University of Wales, a major British University, validates all these courses.

All Master's level courses offered by IBTS can be taken as full time study over one to a maximum of two years or part-time over a period of two to a maximum of five years, in which case the student must come to IBTS for intensive periods of teaching and studying, normally of two to three weeks' duration. Part-time students should count with at least four such periods.

DOCTORAL STUDIES

In addition, IBTS offers qualified candidates the possibility to pursue advanced level master's and doctoral research degrees - PGCTh, MPhil and PhD - in appropriate theological disciplines validated by the University of Wales.

Master's and Doctoral students will take part in Baptist Identity and postgraduate seminars as well as in other occasional academic sessions.

EXCHANGE STUDENTS

Applicants, enrolled in a post-graduate programme at partner institution, may be admitted each academic year as exchange students, normally for one or two semesters. Exchange students are expected to pursue a tutor-approved and supervised programme of study which will be accepted by the partner institution.

SHORT-TERM RESEARCH SCHOLARSHIP

Applicants interested in independent study or research may be admitted. Admission is based on a written programme of research which the Seminary approves. Applicants consult with the Academic Dean. Applicants are free from all course requirements but may audit some sessions or seminars.

CONTINUING EDUCATION

Strategic non-degree programmes are also offered through our Directors' conference ministry. These short-term courses and conferences may be held on or off campus, and are specifically designed for trained or untrained pastors, lay leaders, educators, and Union administrators. Further, through the Academic Team, opportunities are available for personal and corporate spiritual renewal and short-term academic study.

CAT PROGRAMME

This is a one year programme which combines English language teaching with a full programme of theological studies worth of one year first degree college education. It leads to the Certificate in Applied Theology (CAT).

This is designed for lay people who wish to be more fully equipped for service in their local churches.

FOR MORE DETAILED INFORMATION ABOUT THE COURSES AND APPLICATIONS

PLEASE CONTACT THE RESEARCH COURSES AND ADMINISTRATOR AT
CSENYIN@IBTS.EU

Information about IBTS can be found on the IBTS web-site <http://www.ibts.eu>

*Academic Team
June 2011*