

# Postgraduate School of Theology



**Student Handbook 2018**

## INTRODUCTION

This handbook is designed to assist you as a postgraduate student, by providing all the necessary information regarding the Seminary and programme information on the follow postgraduate qualifications:

- Bachelor of Theology Honours
- Master of Theology
- Doctor of Philosophy in Theology

Please refer to it whenever you have any questions concerning procedures, rules, regulations, graduation, etc.

### Contact Details

The South African Theological Seminary  
Physical address: 37 Grosvenor Road, Bryanston 2191, South Africa.  
Postal address: PO Box 98988, Sloane Park, 2152. South Africa.  
Telephone: +27 11 234-4440  
Fax: +27 11 234-4445  
Email: [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za) or [postgraduate@sats.edu.za](mailto:postgraduate@sats.edu.za)  
Websites: [www.sats.edu.za](http://www.sats.edu.za)  
MySATS: [my.sats.edu.za](http://my.sats.edu.za)

### Accreditation and Registration Details

The South African Theological Seminary is registered by the Department of Higher Education (registration certificate number 2001/HE08/005) and accredited by the Council on Higher Education to offer the following programmes:

Certificate in Christian Life  
Certificate in Christian Counselling  
Bachelor of Theology  
Bachelor of Theology Honours  
Master of Theology  
Doctor of Philosophy in Theology

The *South African Theological Seminary* is registered as a Section 21 company (Reg. no. 2002/005184/08), a PBO (18/11/13/2403) and an NPO (033-343-NPO).

## Postgraduate Staff

**Head of Research:** Dr Johannes Malherbe, D.Th.

**Senior Academic Advisor:** Dr Zoltan Erdey, Ph.D.

**Senior Research Manager:** Prof Dan Lioy, PhD

**Manager of MTh and French Programmes:** Dr Pieter Labuschagne, PhD

**Manager of Honours:** Dr Jesse Kipimo, PhD

**Postgraduate Registrar:** Mrs Marilyn Schott, B.Th.

**Research Administrator:** Miss Elsie Zondo H.C.A.R.M

**Senior Academic:** Dr Mark Pretorius, PhD

**Senior Academic:** Dr Bill Domeris, PhD

**Quality Assurer:** Mr David Woods, M.Sc, M.Th

**MySATS Specialist Support:** Mr Mathieu Pelletier, M.A

### Doctoral & Masters Supervisors:

Johannes Malherbe	DTh	University of Stellenbosch
Kevin Smith	DLitt PhD	University of Stellenbosch South African Theological Seminary
Annang Asumang	DTh	South African Theological Seminary
Vincent Atterbury	DTh	University of South Africa
Robert Brodie	PhD	St Augustine
Byeong Jun	PhD	University of the Western Cape
Bill Domeris	PhD	University of Durham
Zoltan Erdey	PhD	South African Theological Seminary
Robert Falconer	PhD	South African Theological Seminary
Jan Grobbelaar	DTh	University of Stellenbosch
Callie Joubert	PhD	University of KwaZulu Natal
Jesse Kipimo	PhD	University of South Africa
Veroni Kruger	DLitt	University of Stellenbosch
Pieter Labuschagne	PhD	University of Pretoria
Dan Lioy	PhD	University of the North West
Modisa Mzondi	DLitt	University of Johannesburg
Victor Nakah	PhD	University of Stellenbosch
Peter Penner	PhD	University of South Africa
Christopher Peppler	DTh	University of Zululand
Mark Pretorius	PhD	Pretoria University
David Roldan	PhD	South African Theological Seminary
Willem Semmelink	PhD	University of Pretoria
Roger Tucker	PhD	University of Pretoria
Noel Woodbridge	DTh DEd	University of Zululand University of South Africa

### Associate Supervisors:

Reuben Alfaro	PhD	University of California
Emmanuel Anim	PhD	The Open University
Kwabena Asamoah-Gyadu	PhD	University of Birmingham

Mariano Avila	PhD	Westminster Theological Seminary
	DSocSci	Universidad Autonoma Metropolitana
Matthew Ayars	PhD	University of Chester
Antonio Barro	PhD	Fuller Theological Seminary
Rob Bowman	PhD	South African Theological Seminary
Steven Bruns	PhD	London School of Theology
Richard Calenberg	PhD	Grace Theological Seminary
Samuel Chao	PhD	Fuller University
Lily Chua	PhD	Trinity Evangelical Divinity School
Wilson Chow	PhD	Brandeis University
Timothy Churchill	PhD	London School of Theology
Markus Dubach	PhD	Federal Institute of Technology, Zurich
Nzuzi Mukawa Felicien	PhD	Trinity Evangelical Divinity School
Keith Ferdinando	PhD	London Bible College
Enrique Fernandez	PhD	Trinity International University
Myk Habets	PhD	Otago University
Steve Hardy	DMiss	Trinity International University
Mark Hendrickson	PhD	University of Northern Colorado
Frank Jabini	DTh	University of Zululand
Jesudason Jeyaraj	PhD	Sheffield University
Thomas Johnson	PhD	University of Iowa
Nicolene Joubert	PhD	North-West University
Ho Jin Jun	DMiss	Fuller Theological Seminary
	PhD	University of Wales
Ted Kautzmann	PhD	Trinity International University
Jae Sung Kim	PhD	Westminster Theological Seminary
Edouard Kitoko-Nsiku	PhD	University of Natal
Celestin Kouassi	PhD	University of Abidjan
Samuel Kunhiyop	PhD	Trinity International University
Robert Letham	PhD	University of Aberdeen
Anna-Marie Lockard	PhD	South African Theological Seminary
Iuliia Lubenets	PhD	University of Bucharest
Leonard Mare	DLitt et Phil	Rand Afrikaans University
Raymond Martin	DTh	University of Zululand
Steven Mathews	PhD	University of Pretoria
Elizabeth Mburu	PhD	Southeastern Baptist Theological Seminary
Tim McIntosh	PhD	Regent University
Ozeas Moura	PhD	Pontifical Catholic University
Abel Ndjerareou	PhD	Dallas Theological Seminary
David Ngaruiya	PhD	Trinity Evangelical Divinity School
Robert N'Kwim	PhD	Protestant University of Congo
Miguel Palomino	PhD	University of Edinburgh
Gordon Pike	PhD	Briercrest Biblical Seminary
Alberto Roldan	PhD	ISIDET
Norberto Saracco	PhD	Birmingham University
Thomas Schirrmacher	PhD	

Fred Smith	PhD	Fuller University
Yusufu Turaki	PhD	University of Boston
Chuck van Engen	PhD	Free University of Amsterdam
Esckinder Woldegabrial	PhD	South African Theological Seminary
Julio Zabatiero	PhD	Escola Superior de Teologia

#### **Masters Supervisors:**

Pelham Lessing	MPhil	University of Port Elizabeth
Hans-Peter Ruegg	MA	CIU
Vernon Light	MTh	University of Fort Hare

#### **Honours Facilitators**

Bill Grover	DTh	University of Zululand
Serge Yao	MTh	South African Theological Seminary

Other supervisors may be sourced should the topic of the research deem necessary

#### **Postgraduate Committee:**

Dr Johannes Malherbe  
 Dr Kevin Smith  
 Prof Dan Lioy  
 Dr Zoltan Erdey  
 Dr Noel Woodbridge  
 Mrs Marilyn Schott  
 Dr Pieter Labuschagne  
 Dr Peter Penner  
 Dr Robert Falconer  
 Dr David Roldan  
 Mr Bat Manyika

Other people may be co-opted to join in as the Head of Postgraduate sees need.

# POSTGRADUATE PROGRAMME INFORMATION

## Programme Guidance

If you would like to speak to one of the academic advisors or Head of Research ([johannes@sats.edu.za](mailto:johannes@sats.edu.za)) regarding your future academics (prior to enrolment), you can contact the Registrar ([marilyn@sats.edu.za](mailto:marilyn@sats.edu.za)) who will assist you in academic planning and put you in touch with an appropriate programme facilitator or advisor.

## Bachelor of Theology Honours (BTh Hons) 120 credits

### Level

- NQF Exit level 8

### Credits

- 120

### Requirements

- Candidates are required to complete 120 Credits through a combination of
  - A Theological Orientation course (12 Credits)
  - 12 credit elective courses
  - 24 credit elective courses

### Purpose

- Equip thinking practitioners who can do theological research in ministry.
- Prepare candidates for Masters Studies.

### Programme Structure

The Honours curriculum consists of a combination of 12 credit courses and 24 Credit courses, that must total at least 120 Credits:

#### Compulsory:

- GEN4121 Theological Orientation (12 credits)

#### 24 Credit Electives

- NTS4241 New Testament
- OTS4241 Old Testament
- RES4241 Honours Research Project (prerequisite RES4122)
- THE4241 Systematic Theology
- THE4242 Science and Theology

#### 12 Credit Electives:

- BIB4123 Ephesians
- GEN4122 Directed Theological Reading
- MIS4121 Missiology
- MIS4122 Understanding Islam
- MIS4123 Critiquing Islam (prerequisite MIS4122 or MIS3125 or equivalent)

- PRA4121 Practical Theology
- PRA4122 Narrative Preaching
- RES4122 Research Methodology (must be taken if taking RES4241)
- THE4123 Child Theology

### Admission Requirements

***Candidates must be computer literate and have internet access and email, both of which are necessary for communication and research purposes.***

To qualify for admission to the BTh Honours, a candidate must have maintained an average of at least 60 percent in his undergraduate degree (this is a South African norm; the Admissions Committee will determine equivalencies for other countries). He must additionally meet one of these admission requirements.

1. An accredited Bachelor of Theology or similar qualification.
2. An accredited Bachelor's degree in a field outside of theology accompanied by an accredited Certificate or Diploma in Theology and/or by *extensive* ministry experience.

Applicants in category 2 are required to draw up a portfolio of evidence that contains a detailed presentation of their prior qualifications and ministry experience. The Admissions Committee will assess the candidate's portfolio and, if deemed necessary, either set an admission test or prescribe bridging coursework (typically in the form of undergraduate subjects).

### Pricing for the Honours Programme 2018

Course	South Africa	Majority World	Elsewhere
12 credit course (each)	R2387	\$210	\$381
24 credit course (each)	R4774	\$420	\$762
<b>Total</b>	<b>R22870</b>	<b>\$2100</b>	<b>\$3810</b>

**Kindly note all course fees paid to SATS are non-refundable.**

**Prices are increased annually in January**

Payment is made at the beginning of each course. **Students will need to re-register for a course** should they be unable to complete a course by the stipulated due date. Fees are increased annually in January.

*When making a payment to SATS use your **student number** as reference. Confirm payment by sending through confirmation of payment and ordering your course to [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za). Failure to confirm payments will result in funds being inappropriately allocated. **Kindly note all fees paid to SATS are non-refundable.***

### BTh Honours Programme Timetable 2018

**Term 1** (starting 1<sup>st</sup> February) and **Term 3** (starting 1<sup>st</sup> August)

#### **12 Credit Courses (3 months)**

GEN4121 Theological Orientation

MIS4122 Understanding Islam

PRA4121 Practical Theology  
PRA4122 Narrative Preaching  
RES4122 Research Methodology

**24 Credit Courses (6 months)**

NTS4241 New Testament  
OTS4241 Old Testament

**Term 2** (starting 1<sup>st</sup> May) and **Term 4** (starting 1<sup>st</sup> November)

**12 Credit Courses (3 months)**

GEN4121 Theological Orientation  
BIB4123 Ephesians  
GEN4122 Directed Theological Reading  
MIS4121 Missiology  
MIS4123 Critiquing Islam (prerequisite MIS4122)  
THE4123 Child Theology

**24 Credit Courses (6 months)**

RES4241 Research Project (prerequisite RES4122)  
THE4241 Systematic Theology  
THE4242 Science and Theology

## Master of Theology

Students who are new to South African Theological Seminary or who did not complete GEN4121 in their Honours programme will need to take GEN4121 Theological Orientation first before continuing with the MTh programme.

### The Full Research Thesis Programme

Applicants who have met the entrance requirements for this programme will be required to complete a 180-credit research thesis of 40,000-50,000 words ( $\pm$ 140-160 pages) in a field of specialisation. The process begins in Phase 1.

**Phase 1:** MRS5240 Research Concept development course (6 months)

**Phase 2:** Research Proposal (3 - 6 months),

**Phase 3:** Research and Writing 1 (6 – 12 months)

Progress report – internal quality assessment

**Phase 4:** Research and Writing 2 (6 – 12 months)

**Phase 5:** Editing and Examination (3 – 6 months)



We have faculty who are able to supervise a Masters thesis in any of the following fields:

Practical Theology	Church Leadership	Christian Education
Pastoral Counselling	Missiology	Systematic Theology
Biblical Studies	Bible Translation	Children's Ministry
Church History	Homiletics	Sports Ministry
Biblical Greek	Biblical Hebrew	Worship Studies
Youth Ministry	Theological Ethics	

### Admission Requirements

**Candidates must be computer literate and have internet access and email, both of which are necessary for communication and research purposes.**

To register for any Masters programme, prospective students should have an appropriate four-year theology/ministry degree or a Theology Honours Degree on NQF level 8. In addition, candidates must have achieved at least a **60 percent** aggregate for their undergraduate degree or Honours degree to qualify for the MTh.

Students who have Masters Degrees in a field outside of theology will be required to also have 240 Credits of theological studies before gaining entry to the Master of Theology degree.

It is recommended that students wishing to pursue an MTh in Biblical studies should have a working knowledge of Biblical languages (Hebrew for OT studies and Greek for NT studies).

### GEN4121 Theological Orientation

All new postgraduate students to SATS will take the compulsory postgraduate introduction course, GEN4121 Theological Orientation before starting with the Masters programme. This is a 12 Credit, 3-month course that will introduce you to online studies, MySATS, theology as research and research academic writing. The cost of this is included in the cost of your Phase 1.

### Pricing for the Masters Programme 2018

Phase	South Africa	Majority World	Elsewhere
1 (orientation)	R4460	\$393	\$769
2 (research proposal)	R5954	\$526	\$1026
3 (first half of thesis writing)	R7442	\$656	\$1270
4 (second half of thesis writing)	R7442	\$656	\$1270
5 (examination and finalisation of thesis)	R4460	\$393	\$769
<b>Total</b>	<b>R29758</b>	<b>\$2624</b>	<b>\$5104</b>

Payment is made at the beginning of each phase. **Students will incur additional fees** should they be unable to complete a course or phase by the stipulated due date. Fees are increased annually in January.

When making a payment to SATS use your **student number** as reference. Confirm payment by sending through confirmation of payment and Phase order to [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za). Failure to confirm payments will result in funds being inappropriately allocated. **Kindly note all fees paid to SATS are non-refundable.**

### Programme Structure

Candidates will be required to write approximately 250-350 page dissertation, (approximately 80,000-100,000 words, 12 point font, one-and-a-half spacing). All work from Phase 2 – 5 is submitted and returned via email.

### GEN4121 Theological Orientation

All new postgraduate students to SATS will take the compulsory postgraduate introduction course, GEN4121 Theological Orientation before starting with the doctorate programme. This is a 12 Credit, 3-month course that will introduce you to online studies, MySATS, theology as research and research academic writing. The cost of this is included in the cost of your Phase 1.

### Phase 1: Orientation and Research methodology

Upon enrolment **ALL** PhD candidates begin Phase 1 and are required to complete the MRS5240 Research Concept Development course as an entrance requirement into the Doctoral programme. Students will have up to 6 months to work through the course online (MySats). The final outcome is a 3 – 5 page draft research proposal. On successful completion of the course you will be able to continue into the PhD programme and be assigned a supervisor, if you are unsuccessful you will not be allowed to continue but will be withdrawn from the programme.

### Phases 2-5: Research and Writing

These phases will be monitored and facilitated by your assigned faculty academic(s). Progress reports will be completed by both the academic and student to indicate the progress and output. Students will be required to pay for each phase as and when they enter the new phase of research. If students fail to meet the requirements for a phase in the allocated time he/she will be required to make a penalty payment.

#### **Phase 2:** Research Proposal (6 – 9 months)

Your supervisor will assist you in developing and finalising your formal Research Proposal for submission to the Postgraduate Committee for approval. It may take at 1 - 3 submissions before your proposal is accepted. Should your proposal fail to be accepted on the third submission you will not be able to continue in the programme.

#### **Phase 3:** Dissertation writing, first half (12 - 18 months)

If and when your title is accepted, under the guidance of your supervisor, candidates will be required to write approximately 250-350 page dissertation, (80,000-100,000 words, 12 point font, one-and-a-half spacing). There is no coursework. All work is submitted and returned via email. The full details pertaining to the formatting of your dissertation are contained in MRS5240.

**Progress report & internal quality assessment** is done at the mid-point of your thesis.

#### **Phase 4:** Dissertation writing, second half (12 - 18 months)

Once your first half is approved you may continue with the research and writing of the second half of your thesis.

#### **Phase 5:** Editing and Examination (3 - 6 months)

First an Internal Examiner will assess your dissertation and give feedback on suggested improvements and edits. Once this has been done two independent External Examiners will examine

the dissertation. If it is successful, you will be awarded the Doctor of Philosophy degree at the next Graduation Ceremony. The maximum duration of this programme, which is at level 10 on the National Qualifications Framework, is six years.

### Programme Outcomes

**On achieving this qualification, students will be able to:**

1. Identify, understand, interpret, integrate, apply and communicate a body of new knowledge (original research) in interaction with existing knowledge (current state of research in the field of study).
2. Apply logical, theoretical, analytic, creative and systematic thinking, effectively to solve a range of problems within a focused research context.
3. Exhibit the ability to identify and address issues of ethical action and social responsibility in the field of research.
4. Apply principles of sound research practice in collecting, organizing and evaluating information in terms of a critical understanding of relevant research methodologies, techniques and technologies.
5. Be aware of, and be able to interact constructively with, multicultural and multi-faith communities, from a theological perspective.
6. Apply the insights of one or more disciplines to identify and critique issues of church and society.

### Admission Requirements

***Candidates must be computer literate and have internet access and email, both of which are necessary for communication and research purposes.***

To register for a Doctoral programme prospective candidates must have an accredited Masters Degree (or equivalent) in a theological field.

- In the case of applicants holding accredited South African Master degrees in theology, we shall follow the articulation options built into their Masters degree as on the SAQA website. In addition, candidates must have achieved at least a **60 percent** aggregate for their Master's degree to qualify for the PhD.
- In the case of foreign qualifications, the admissions committee needs to be allowed considerable freedom to make case-by-case judgements within some broad guidelines. We distinguish between academic and practical Masters degrees. The Admissions Committee will review the candidates overall performance level and only 'above-average' graduates will qualify to enter the programme. The Master in Ministry and Master of Divinity would be considered as practical degrees; most Master of Arts and Master of Theology are usually academic degrees. The following guidelines pertain to US-style qualifications.
  - We shall accept candidates who hold accredited Doctor in Ministry degrees.
  - In the case of the Master of Theology, typically a 4-year academic degree (or 3-year Master of Divinity + 1-year Master of Theology), we shall accept the applicant.
  - In the case of a Master of Arts, typically a 1- or 2-year academic degree beyond a Bachelor, we should accept the applicant if he has a sufficient amount of theology in his Bachelor of Arts and Master of Arts. By "sufficient", we suggest the yardstick be approximately 240 SA credits (= 64 US credits) of theology courses, with a research paper/thesis component.

- In the case of a Master of Divinity, typically a 3-year practitioner's degree that builds on a Bachelor's which may or may not be in theology, we recommend a distinction between those who did and those who did not write a thesis *and* between those with/without undergraduate degrees in theology. In the case of candidates who hold Bachelor of Theology and a Master of Divinity (7 years of theology), the committee should lean towards direct acceptance. For those with non-theological Bachelor degrees (e.g., Bachelor of Science and a Master of Divinity = 3 years of theology), applicants without a thesis component will be asked to enter the Master of Theology programme and write a 90-credit thesis preferably within the context of the intended field of study. In the case of applicants who wrote a thesis in the Master of Divinity, the committee shall make a judgement based on the quality of research skills reflected in the thesis.
- In the case of a Master in Ministry, purely a practitioner's degree and regarded as the least academic Master's, we recommend the candidate enter the Master of Theology programme first and write a 90-credit thesis.
- Applicants with an accredited four-year Bachelor's degree and a non-accredited Masters degree will NOT be accepted directly into the Doctoral programme. They will be asked to apply at the Masters level.
- For applicants who have a Bachelor of Theology (or equivalent) and an academic Master's in a non-theological field (e.g., Master of Sciences), such candidates will not be accepted into the Doctoral programme. They will be asked to apply at the Masters level.

Certified (notarized) proof of the above academic qualifications should accompany the application, together with a certified (notarized) copy of the photo Identification Document or valid Passport.

Further reading or theological subjects may be assigned to a candidate who does not meet the minimum requirements in a specific discipline (see Biblical Studies: Old Testament and New Testament language requirements).

### **US Recognition**

In the USA our degrees have been evaluated by

1. International Education Research Foundation, Inc. ([www.ierf.org](http://www.ierf.org))
2. American Association of Collegiate Registrars and Admissions Officers' International Education Services (<http://ies.aacrao.org>)

IERF evaluated the SATS degrees as being equivalent to regionally accredited degrees in the USA. AACRAO has also determined that the SATS degrees are equivalent to USA regionally accredited degrees. Following is the final summarized statement for each degree:

1. Per the MTh, the AACRAO evaluation states: *The master's degree from the South African Theological Seminary represents attainment of a level of education comparable to a master's degree in theology from a regionally accredited university in the United States.*
2. Per the PhD, the AACRAO evaluation states: *This degree represents attainment of a level of education comparable to a doctor of philosophy degree in theology from a regionally accredited university in the United States.*

### Pricing for the Doctoral Programme 2018

Phase	South Africa	Majority World	Elsewhere
1 (orientation)	R12281	\$1082	\$2066
2 (research proposal)	R16371	\$1442	\$2755
3 (first half of thesis writing)	R20458	\$1803	\$3445
4 (second half of thesis writing)	R20458	\$1803	\$3445
5 (examination and finalisation of thesis)	R12281	\$1082	\$2066
<b>Total</b>	<b>R81849</b>	<b>\$7212</b>	<b>\$13777</b>

Payment is made at the beginning of each course or phase. **Students will incur additional fees** should they be unable to complete a course or phase by the stipulated due date. Fees are increased annually in January. *When making a payment to SATS use your **student number** as reference. Confirm payment by sending through confirmation of payment to [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za). Failure to confirm payments will result in funds being inappropriately allocated. **Kindly note all fees paid to SATS are non-refundable.***

## General Information

### What is MySats?

MySats is a website that integrates all your academic information. By logging into MySats, you are able to access all your course materials, interact with the course facilitator and other students, submit your assignments and keep track of their status, and receive feedback on your assignments. MySats also provide you with direct access to library resources and other vital documents (e.g. the student handbook, the guide for writing assignments, SATS policy documents).

### Assignment Submissions

#### General Questions about Assignments

**What kinds of assignments are there?** We use two basic types: multiple-choice assignments and short or long essay assignments. The multiple-choice assignments are used to test your knowledge and understanding of the course content. The essay assignments test such academic skills as your ability to organise material, sustain a logical argument, engage with various views, apply concepts to your life and ministry, and so on. Reports, journals, letters, articles, book reviews, and so on are variations of essay assignments.

**What norms or standards will be used to assess my assignments?** Our assessment standards are based on two primary sources. First, chapters 1-6 of the book *Academic Writing and Theological Research* (by Kevin Smith, 2008) is *the* guideline for assignment writing at SATS. Every student receives a copy of the book, and all our assessors are instructed to base their assessment on the norms it presents. Second, markers work from a marking rubric, the document outlining this can be found on each course page.

#### Submitting My Assignments

**How may I submit my assignments?** In the Introduction to each study guide, you will find detailed instructions for submitting your assignments. All assignments are uploaded on MySats.

**Please note: we do not accept emailed assignments!** If you email your assignments, they will not be marked. We also do not receive assignments by fax. If you send them to the seminary in these formats, they will not be logged as received and will not be graded. As a result, you will fail the assignment and probably also the course.

**Is there a naming convention for assignments?** Yes. Please save your assignment according to the following norm: **surname, initial, course code, assignment number** e.g. **ErdeyZ\_THE4241\_Assignment3** or for thesis students: **surname, initial, programme and chapter number** e.g. **ErdeyZ\_MTh\_Chapter2**.

**How do I know my deadlines?** Honours and Masters course subjects run for three- or six-months. All of the Honours courses and the Masters and PhD orientation courses have set deadlines for assignments which can be found on the MySATS course page. The Masters structured courses do not have deadlines and students must pace themselves to complete all the required assignments before the course end date you have been assigned. Any due dates on the structured Master's course page for courses NOT run in set terms are not related to students but to the course and so should be

ignored. Students are permitted to complete as many subjects as possible during the year with a minimum completion of 2 subjects per annum.

***What happens if I submit after the deadline?*** Your assignment will receive a percentage penalty as follows: 1 – 7 days late less 10%; 8 -14 days late less 20%; 15 -21 days late less 30%; later than 21 days your assignment will not be graded, and you will score zero for the submission. This will likely mean that it is impossible to pass the course.

***Can I get an extension on the deadline?*** Only in exceptional circumstances! As a rule, we do not entertain requests for extensions unless it is due to serious personal illness or injury (confirmed by a medical doctor's certificate) or the bereavement of a first-level relative member (i.e. parent, child, or spouse). All requests for extensions must be investigated, and approved the Registrar <marilyn@sats.edu.za>. **Being busy at work or in ministry is not a valid reason for an extension as a skill you need to learn in postgraduate studies is time management.**

***In what formats may I submit my assignment?*** Please save and submit your assignment as an MS Word document or as a PDF.

***What if I cannot access the MySats site to submit my assignment?*** If the problem is due to a general failure on the MySats system, all students will be granted an extension. However, we take no responsibility for technological problems on your side. If your internet fails, we are not responsible. It is your responsibility to ensure that you submit it successfully by the due date. We advise, therefore, that you submit all assignments at least one day before the due date, so that if you have technical problem you have time to make alternative arrangements.

***How will I know that the assignment has actually uploaded successfully?*** When you click on the assignment link, you will see your upload assignment there, please ensure that the status says 'submitted for grading'. If your attempt to upload failed, you will simply see the facility for uploading the assignment, or the status will say 'draft uploaded'.

### **Receiving My Marked Assignments**

***How long will I wait for my results?*** In most cases the turn-around time is two to three weeks after the assignment has been received by the marker.

***How do I get my marked assignment back?*** You will receive all your feedback on MySats. Simply click on the assignment link, and you will see your grade and be able to read or download the assessor's feedback.

***What is the pass mark for assignments?*** The pass mark for all postgraduate level assignments is 50 percent. This is true for both multiple-choice and essay type assignments.

***What happens if I fail an assignment? May I resubmit?*** The pass mark for all assignments is 50 percent. If you do not pass at your first attempt, some facilitators will allow you one resubmission or assign you extra work to make up your grade. This is at the discretion of the course facilitator.

***How do I query the status of an unmarked assignment?*** If an assignment has not been marked three weeks after you have submitted it, you should **query its status with the course facilitator**. If he (or she) does not respond to your query within two days, please query it with the Registrar <marilyn@sats.edu.za>. *Please do not contact the seminary directly until you have attempted to contact the facilitator.*

**What forms must I include with my assignments?** Every essay assignment must include an Assignment Declaration Form, confirming that it is your own work. This Declaration should form part of your cover page; do not submit it as a separate document. You can download the Cover page with declaration template on MySats on the information Kiosk page under student guides.

### Examinations

There are only an examination for GEN4121 Theological Orientation postgraduate course, there are no examinations in other postgraduate courses.

### Appeals

**What should I do if I am not happy with an assessment result?** If you are dissatisfied with the grade an assessor has given you, you should first query it with him (or her) by asking for clarification as to the reasons for the grade assigned. If his response does not satisfy you, you may query it further with the relevant programme manager or the registrar, [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za).

**May I request a remark by a different assessor?** Yes. If consultation with the assessor and the programme manager or Head of Research does not resolve the problem, you may request a remark. The disputed paper will be evaluated by a second assessor, who is a senior academic at SATS. A fee of R342 is levied for the remark. If the second assessor essentially agrees with the first assessor, your original mark will stand and you will forfeit the R370. If the second assessor finds in your favour, the R370 will be refunded and your grade amended accordingly.

### Cheating

**What constitutes 'cheating' on my SATS work?** Broadly understood, cheating includes anything you do which results in you submitting work to the seminary that is not truly your own work. This would include, but is not limited to, the following kinds of offences:

- **Plagiarising** in any form whatsoever (you are responsible to familiarise yourself with what constitutes plagiarism; see Kevin Smith, *Academic Writing and Theological Research*, chapter 5 for a full treatment)
- Copying from another student's assignment
- Allowing another person to do much of the work on your assignment
- Allowing another student access to your assignments

**What is the penalty for cheating?** We follow a standard disciplinary procedure. For a first offence of a less serious nature (such as *inadvertent* plagiarism), you will be given zero for the assignment on which the offence was committed, and given a formal warning from the seminary. For a second offence, you will receive a final warning and you will automatically fail the course. If you commit a third offence, your enrolment with SATS will be terminated. In the case of more serious offences we may move directly to the final warning or even to expulsion from the seminary.

## Bursary and Scholarship Candidates

SATS will award a limited number of scholarships to worthy candidates. These candidates will undertake specific and focussed research projects proposed by the Seminary within specific disciplines. Should a candidate drop out or fail to complete his/her studies in the stipulated time frame they will be liable to pay back all scholarship grants.



Reduced fee bursaries can also be applied for by students in dire financial straits, these are limited and generally issued at the beginning of each year.

## Special Letters

Welcome letters are sent to new students **confirming payment, student status and student number**. Contact details regarding your facilitator/supervisor are included in this correspondence.

A letter confirming student enrolment is available upon request from the Registrar ([marilyn@sats.edu.za](mailto:marilyn@sats.edu.za)), the cost for this and other special letters is R95.

## Keeping Motivated

It is important that you maintain a working routine in your studies so that you do not lag behind or become dormant. Should you need to postpone your studies for any length of time you must contact the Registrar for procedures.

## Dormant and Drop-outs

Students become dormant after one year of inactivity. Students are withdrawn from their programme when tuition fees are outstanding for three months or longer.

## Printing and Binding of Theses

SATS no longer requires the printing and binding of hard copy theses and dissertations. It is the student's responsibility to supply a completed MS Word and PDF electronic version of the thesis or dissertation to [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za).

## Termination of Enrolment

***How do I terminate my enrolment at SATS?*** If it becomes necessary to terminate your studies before you have completed your programme, kindly inform the Registrar <[marilyn@sats.edu.za](mailto:marilyn@sats.edu.za)>.

***Can I get a refund?*** No. We do not offer any refunds. If you drop out of the programme (or a course) without being able to complete it, you forfeit any monies you have paid towards that programme (or course).

***When might SATS terminate my enrolment?*** The seminary reserves the right to terminate your enrolment on the grounds of your non-payment of fees, dormancy of at least 12 months, or unbecoming conduct (see the section on 'Cheating').

## Ordering Subjects

***How many subjects must I take per year?*** We require you to take **at least two 24 credit courses or four 12 credit courses per year in the Honours programme.**

***How do I order new subjects?*** To order new subjects, all you need to do is make the relevant payment, and then notify the Postgraduate Registrar by email <[marilyn@sats.edu.za](mailto:marilyn@sats.edu.za)> of your order, confirming your payment and indicating **which course** you are ordering. Please use your **student number** as a beneficiary reference.

***What happens after I pay?*** As soon as we have received your payment and the indication of which course you have ordered, we shall activate the course on your student profile on MySats.

## Languages

### ***In which languages may I submit work?***

The official languages used at the Seminary are English and French.

- Students who wish to discuss any aspects pertaining to the usage of language, have the right to approach the Academic Head.
- Postgraduate research at the South African Theological Seminary is conducted in English or French.
- It is strongly recommended that Masters and Doctoral students have a good grasp of the English language. The Admissions Committee may advise the candidate to study at an institution better suited for the individual should his/her level of English be below average.

***Am I responsible to employ a professional editor to check my work?*** If your English language writing skills are poor, it is strongly recommended that a certified professional editor be consulted to check your research thesis or dissertation prior to submitting it to your supervisor for assessment. SATS reserves the right to insist that a thesis or dissertation be professionally edited prior to submitting the document for external examination. If after an editor has reviewed the work and we are still not satisfied, we will supply contact details for our own professional editor to review the work at the student's expense.

## Postgraduate Committee

The postgraduate committee is a group of academics who review and report on proposals received from students endeavouring to complete a research thesis/dissertation. They meet on a monthly basis to discuss research projects and issues within the postgraduate school.

### Proposal Completion

All new postgraduate students are required to work through and pass the research concept development course. The outcome of this course is a draft 0 research proposal. When a postgraduate student has successfully completed this course a suitable supervisor will be assigned to continue working with the student in order to finalise the proposal for submission to the Postgraduate Committee. When the supervisor is satisfied with the proposal he/she may send it to the Postgraduate Registrar ([marilyn@sats.edu.za](mailto:marilyn@sats.edu.za)) for inclusion on the next meeting agenda.

### Postgraduate Committee Procedure

The Postgraduate Committee (PGC) meets once per month to evaluate research proposals (RPs). The procedure is as follows:

1. Once a candidate completes the Research Concept Development course, he or she is assigned to a supervisor for Phase 2 of the thesis journey.
2. In Phase 2 candidates compile and submit a formal research proposal that meets prescribed requirements. In most cases the candidate will revise and rework the proposal a number of times.
3. Once the supervisor is satisfied, he (or she) fills out the prescribed review form and sends this with the RP to the postgraduate registrar.
4. The registrar sends the RP to two academics specialising in the same field of theology, requesting them to do a formal review, using the prescribed form.
5. If one or both of the reviewers recommend the RP, it is added to the agenda for the next PGC meeting.
6. If both reviewers turn the RP down, it is referred back to the supervisor for revision.
7. The PGC evaluate the RP and decide on one of the following options:
  - The RP is approved and the candidate may proceed to Phase 3
  - The RP has to be improved and resubmitted
  - The candidate cannot proceed with the research project (this is after failing two or more formal submissions)
8. In all situations, the PGC provides feedback and guidelines to help the candidate and the supervisor.
9. After the PGC meeting, candidates and supervisors are formally notified of the decision regarding their particular submission.
10. Once a candidate passes Phase 2, he or she will be invoiced for Phase 3. After payment, he or she can proceed with their research and writing.

## Acceptance of Proposal

If your proposal is approved, feedback concerning your submission will be sent to the supervisor, who will then instruct you to begin writing the first chapter.

### Conditions for Approval

The PG Committee may recommend certain requirements or adjustments to your proposal before accepting it. These conditions will be fed back to the supervisor, who will then ensure the conditions are met before proceeding to the writing of the first chapter.

### Resubmission of Proposal

Should the committee decide that the proposal requires extensive further work; then one of the PGC members will forward any comments to the supervisor. You will then need to take note of the recommended changes and comments provided by the PG Committee. When you and the supervisor are satisfied with the proposal, you can forward the resubmission to the Registrar of Postgraduate Studies for re-evaluation by the subcommittee.

## Change of Supervisor

In the event that the field of study is changed or the proposed research is outside of the assisting supervisor's expertise he/she and/or the PG Committee may recommend a new supervisor be assigned. The Registrar of Postgraduate Studies will then inform you and supervisor accordingly.

Should you wish to change your supervisor you may send your request in writing to the Head of Research, Dr Johannes Malherbe ([johannes@sats.edu.za](mailto:johannes@sats.edu.za)) motivating the switch. A fee of R3000 (MTh)/R4500 (PhD) will be levied should **you** request a change of supervisor.

## Supervisors and Communications

All feedback given at the PG committee meeting will be sent to you **via the supervisor**. All correspondence between supervisor and student must be copied to the Registrar ([marilyn@sats.edu.za](mailto:marilyn@sats.edu.za)), including any attachments, so that records can be kept on student progress.

Please note that this is important to enable us to monitor communication and response times between the student and supervisor and acts as evidence if there is a dispute or query regarding the supervisor.

## RESEARCH AND RESOURCES

### MRS5240 Research Concept Development

The outcome of the above prescribed subject is the draft Research Proposal. All Masters and Doctoral students are required to successfully complete this module before they are permitted to enter their programmes.

You will receive a free PDF copy of *Academic Writing and Theological Research* by Dr KG Smith to assist you with specific SATS requirements. Any assistance you may require as you work through the research manual and begin your proposal can be discussed with the assigned facilitator on MySats.

### Facilitators/Supervisors

The MRS5240 course facilitator in consultation with the Head of academics assign supervisors to students. This person will be most suited for your field of study. He/she will aim to contact you by email or Skype within two or three days of being assigned.

If you are not comfortable with the assigned supervisor, you may contact the Registrar of Postgraduate Studies for assistance. If a different supervisor is available, provision may be made to change to a new supervisor, **NB** you will be required to pay a fee of **R3000 (MTh)/R4500 (PhD)** for changing supervisors. In the event that the field of topic is changed, and is outside of the supervisor's expertise, he/she and/or the Postgraduate Committee may recommend a new supervisor be assigned; no fees will be incurred by the student should SATS change a supervisor.

### Contact Sessions

You are **not required** to come to the Seminary or meet in person with your appointed supervisor at any time during your studies. All communications can be done through email, VoIP, telephone and/or fax. It is however recommended that both supervisors and students make an effort to meet at least once during the early phase of thesis planning, Skype is a useful tool for this meeting.

After the approval of your research proposal, you will commence work on the research project and submit the thesis or dissertation to the supervisor—**chapter-by-chapter** or as requested by the supervisor. No new work should be submitted until the supervisor has commented on previous submissions; in some cases, resubmissions may be required before further submissions can be made.

### Library

*Does SATS lend library books to students?* No. Our students are scattered across more than 70 countries, so it is not possible for us to operate a lending library. You are welcome to come to the seminary and use the library on site if you are in the area.

*Can I access the seminary's e-book collection?* SATS has a computer dedicated to e-books in the Logos format. You unfortunately cannot access this collection remotely. For assistance in access portions of the e-books or hard-copy Library holdings, please contact the librarian

<[library@sats.edu.za](mailto:library@sats.edu.za)>. We are also subscribed to the EBSCOhost ebook collection which can be accessed through your MySATS account, information kiosk under research resources.

**How can I access the journal holdings?** On your MySats information Kiosk, you will find a link called 'Research Resources'. It will provide you with direct access to all our journal holdings, including EBSCOhost, ATLA and ATLAS, The Religion and Philosophy Collection, Old Testament Abstracts, New Testament Abstracts, and JSTOR. The link on MySats includes some information about each journal collection and instructions for accessing the journals (username, and password).

**Under 'Useful Links' on the SATS website – [www.sats.edu.za](http://www.sats.edu.za)** we have made available good quality research by our faculty, students, and other contributors. You will find two types of research here. First, there is **Conspectus** (<http://www.sats.edu.za/conspectus>), our academic journal where we publish peer-reviewed articles. Second, there is **Research Resources** (<http://www.sats.edu.za/research-resources>), a page where we upload completed **dissertations and theses**, as well as some scholarly papers.

We are proud of these incredible resources which God has provided for us and we invite you to use them as much as possible. For any library related queries, please contact our librarian, Tawanda Maenzanise <[library@sats.edu.za](mailto:library@sats.edu.za)>.

## Thesis Requirements

When the supervisor has received all the chapters and his/her required adjustments have been made, you will submit the final draft to the supervisor for approval. This can be done via email.

### Basic outline required

- Title page
- Declaration
- Acknowledgements/Disclaimers
- Abstract/Summary
- Table of Contents
- Table of Charts or Diagrams
- Chapters 1, 2, 3, 4 ...
- Appendices
- Bibliography

### Editing

It is strongly recommended (especially at Doctoral level) that you seek the professional services of an editor to check spelling and grammar, prior to submitting the final thesis for examination. **Please note that at no time does the supervisor function as editor of the thesis. A student will not be permitted to solicit or offer payment to a supervisor to edit his/her research project(s).** SATS reserves the right to insist that a professional editor be employed to review your work prior to examination, if you do not have access to a professional editor SATS can provide you with details of someone who is able to assist you at your own expense.

## ASSESSMENT AND MARKING SYSTEM FOR THESES AND DISSERTATIONS

### Internal Review

When an MTh thesis or PhD dissertation has been completed to the satisfaction of the supervisor(s), it shall be submitted to the Postgraduate Committee (PGC) via the Postgraduate Registrar for internal review **prior** to being submitted for external examination.

The responsibility of the internal reviewer will be to ensure that the thesis/dissertation has met all of SATS' requirements and expectations. The internal reviewer must provide a written report to the supervisor(s) who will in turn request any changes be made by the student to improve the thesis/dissertation. There shall be no contact between the internal reviewer and the external examiner as this is purely an internal quality assurance mechanism instituted by the seminary.

When the supervisor has seen the final draft, and with his/her permission, you may submit the final thesis or dissertation for assessment; you must submit to the Registrar an **electronic PDF copy and MS Word copy**.

### FINAL Electronic Copy

The electronic PDF submission of your final and corrected thesis/dissertation must be emailed to [marilyn@sats.edu.za](mailto:marilyn@sats.edu.za). This copy will be kept in student records and posted on our SATS website under Theological Research. Your document must be ONE electronic PDF document.

### External Examiners

The internal examiner and **one** external examiner will assess a Masters thesis and each assign a final mark (grade). Once feedback has been received the Registrar will inform both the supervisor and candidate of the final results.

The internal examiner and **two** external examiners will assess a Doctoral dissertation and each give final comments. Specific marks are not awarded, the student will be told he/she has been awarded a Pass, Resubmit or Fail.

### Postgraduate Marking Systems

#### BTh Honours

##### **Pass *Cum Laude***

Students receiving a mark of 75% or higher will graduate *cum laude*

##### **Pass**

Students receiving a mark of 50% or higher will graduate with a pass.

## Master of Theology

### **Pass *Cum Laude***

Students receiving a mark of 75% or higher will graduate *cum laude*.

### **Pass**

Students receiving a mark of 50% or higher will graduate with a pass. Any corrections required by the examiner/s must be made to the satisfaction of the supervisor and the final copy submitted to the Seminary in electronic form.

### **Resubmission**

Students who do not meet the minimum standards for a pass but have the potential to pass with a reworking of the thesis will be given a chance to rework the thesis and resubmit for examination.

### **Fail**

In very rare cases, students who fail to meet the very basic requirements for graduation will not be permitted to resubmit the thesis/dissertation.

## Doctor of Philosophy in Theology

### **Pass**

### **Resubmission**

### **Fail**

PhD students will not receive a grade for their dissertation. They will simply be told whether they passed, will need to resubmit or have failed their dissertation examination.

## Re-Assessment of a Thesis

Should you be required to **resubmit** your thesis for external examination you will be required to pay the examiner's fee of R2000 (Masters) or R3000 (Doctoral).



## GRADUATION

### ACADEMIC REVIEW AND GRADUATION REQUIREMENTS

Assessment reports will be submitted to the Academic Executive Committee, who will approve or decline the candidate for graduation.

If you have been successful in your studies, arrangements will be made for conferment of the degree. **Graduation/Certification will not occur until all required fees due have been paid.**

Graduation takes place in April and October, with the formal ceremony taking place annually in **April**. If you are unable to attend your graduation ceremony, special arrangements can be made with the Registrar to graduate *in absentia*. **The cost for posting your certificate is R130 locally (South Africa) and \$40 USD overseas.**

There is a basic cost for the graduation which includes the hiring of the gown, hood and cap. These are ordered for you by the Seminary so that when you arrive for the ceremony, everything will be ready. A few weeks before the ceremony you will be contacted regarding sizes, etc. Expect to pay approximately R360 for the hire of these items. Doctoral students will need to purchase their academic attire for graduation.

The official colours for each qualification at the South African Theological Seminary are as follows:

ITEM	DESIGN	COLOURS
All gowns	Cambridge	Black
Head Covering	Mortar Boards	Undergraduate: black tassels MTh: purple tassels
Certificate	Collar - Green	Purple with scarlet stripe
Certificate in Counselling	Collar - Green	Purple with gold stripe
BTh Hood (3 yr)	Hood - Black	Purple with wide black stripe
BTh Honours	Hood - Black	Purple with scarlet stripe
MTh Hood	Purple	Purple with black and scarlet stripes. Velvet inside hood
Doctor of Philosophy [Theology]	Red	Red gown Purple velvet insert

### Criteria for Graduation

Students will need to meet the following criteria for graduation:

Criteria for Graduation
ID Certified
Matric Certificate or Equivalent Certified
Transcripts and/or Qualifications Certified
RPL Verified
Statement of Results sent
Internal Report Received
External Report(s) Received
Corrections complied with to Supervisor's satisfaction
Final Thesis received (electronic)
Finances Cleared
<i>Academic Executive Committee Approved</i>

## Copyrights

The South African Theological Seminary retains ownership and copyright of the completed research project(s). SA Theological Seminary maintains the right to publish the research projects(s) on [www.sats.edu.za](http://www.sats.edu.za). You have the right to pursue publication of the work as a book.

## Academic Articles

Masters students are encouraged to complete an article in conjunction with your supervisor to be published in the SATS theological journal, *Conspectus*. PhD candidates are encouraged to submit **at least one** journal article suitable for publication.