

SECTION SEVEN

Research Degree Programs & Specific Regulations

Common elements in higher research awards
Code of supervisory practice
Master of Arts (Honours) - MA(Hons)
Master of Theology (Honours) - MTh(Hons)
Doctor of Ministry – DMin
Doctor of Philosophy – PhD
Doctor of Theology – ThD

COMMON ELEMENTS IN HIGHER RESEARCH AWARDS

MTh(Hons), MA(Hons), ThD, DMin and PhD

All MTh(Hons), MA(Hons), ThD and PhD candidates proceed to the award by thesis alone. For DMin candidates 40% of the award is by coursework and 60% by thesis.

Oversight

Oversight for the research degree programs of the Sydney College of Divinity falls to the Research Committee. The management of the programs is the responsibility of the Director (Research), who is also a member of the Research Committee. The Research Committee is a committee of the Academic Board and makes recommendations to it.

In terms of the research awards, the Research Committee has responsibility for such things as the admission of candidates, the appointment of supervisors and associate supervisors, the progress of candidates through the program, the provision of research seminars and workshops, the examination of completed theses, the implementation of any recommendations from the examiners, and the recommendation to the College that a candidate proceed to graduation.

Enrolment

Candidates enrol through the Office of the Dean following an interview with the Director of Research. The Director forwards the application for enrolment to the Research Committee which gives acceptance into the program.

The candidature is provisional until the acceptance of the thesis proposal by the Research Committee.

Thesis proposal

Not later than one semester for a full-time candidate and two semesters for a part-time candidate, a formal thesis proposal will be submitted to the Research Committee. This proposal will form the basis of the assessment, mentioned below.

Research supervision

All candidates have two supervisors, a principal supervisor and an associate supervisor. These are formally appointed by the Research Committee. Normally, the principal supervisor will be a staff member of a Member Institution of the Sydney College of Divinity. Often candidates who have studied in the Sydney College of Divinity may already have 'chosen' a supervisor. Other candidates may have a topic in mind but no supervisor. In both cases, the Director of Research can offer advice. Candidates usually make an approach to the hoped-for supervisor and request the committee to appoint that person.

The Code of Supervisory Practice informs the supervisory relationships. All candidates and all supervisors are provided with a copy of the Code which is appended to this chapter.

Each semester the supervisors will report to the Research Committee. They may do this jointly or by separate report on the form provided.

Compulsory Research Degree Workshops

These workshops are compulsory for all new thesis writers. Held annually they are offered in intensive mode, usually early in first semester. Presented by several lecturers, they are designed to help candidates with practical matters affecting the writing of a thesis. Some of the topics dealt with are:

- examiners' expectations
- finding a thesis topic
- writing an abstract
- method in theology
- bibliographical aids
- library searches
- writing a thesis proposal

Enrolment is through the Office of the Dean.

Compulsory Research Seminars

There are several Research Seminars held throughout the year. Ongoing enrolment in the award is subject to completing these attendance requirements and presenting a paper at one or more depending on the program.

Research Ethics

Any research involving human subjects must have the approval of the Sydney College of Divinity Ethics Review Committee.

All thesis proposals involving the gathering of personal information from people by surveys, interviews or case studies etc must first be referred to the Research Committee for approval using the appropriate forms and will be dealt with according to the procedures and policies of the Ethics Review Committee.

Whether or not you need to obtain a specific ethics clearance, you must still conduct ethical research. Some of the problem areas for ethical research include:

- (a) **PLAGIARISM:** Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use or paraphrasing of another person's work, and the inappropriate unacknowledged use of another person's ideas.
- (b) **FRAUD:** Academic fraud is the falsification and fabrication of, or dishonesty in reporting research results.
- (c) **MISREPRESENTATION:** Misrepresentation is the giving of false or misleading information in academic matters. It includes falsely claiming credit for past study; falsely stating that thesis material has not been used in another thesis.

- (d) **UNETHICAL BEHAVIOUR:** Unethical behaviour is behaviour that breaches accepted ethical standards. It includes failing to observe the terms of an ethical approval to conduct research; misuse of confidential information obtained in field education.

Failure to conduct ethical research may result in the candidate being charged with academic misconduct. Candidates should not assume that such misconduct will not be detected. The Academic Misconduct Regulations can be found on the SCD website.

Libraries

Each research degree candidate will be asked to nominate as a home library, one of the Sydney College of Divinity libraries. This enables the supervisor and candidate to build up research resources in the topic area of the candidate using a Research Degree Library Resources Grant to the library from the Sydney College of Divinity. The grant is made to the nominated library each semester the candidate is enrolled. As well, the nomination of a home library allows for a reciprocal arrangement between the candidate and Macquarie University.

The Research Degree Program: A User's Guide

This informal guide for candidates for the research degree programs provides an array of information and advice for thesis writers. It should be read in conjunction with the current Handbook and the regulations for each program.

Presenting the Thesis for Examination

Two copies for a MTh(Hons) and MA(Hons) thesis, and three copies for either a ThD, a DMin or PhD thesis must be submitted for examination. These should be bound in spiral form. Medium bond paper is to be used.

The supervisor is required to sign a *Certification of Thesis*.

Examination Process

The thesis will be formally received by the Research Committee at its first meeting following receipt of the thesis. The Committee decides who will be invited to examine the thesis: in this matter it would be unusual for the Committee to depart completely from the supervisor's suggestions.

Once the examiners have agreed to examine the thesis, they are expected to return their report within three months of having received the thesis. A longer time may be negotiated if the examiner has other commitments or if the examining period falls in the Christmas vacation.

Three examiners (at least two of whom are external to the Sydney College of Divinity) are appointed for a ThD, DMin and PhD thesis, and two examiners (both of whom are normally external to the Sydney College of Divinity) are appointed for a MTh(Hons) and MA(Hons) thesis. Their reports are received by the Research Committee. Four categories of response are provided:

1. the award be granted
2. the thesis be revised subject to the satisfaction of the Research Committee
3. a significantly revised thesis be re-submitted for examination
4. the award not be granted.

In the case of (2) and (3), the reports are sent initially to the supervisor who is invited to respond to the Research Committee. The Committee then determines what instructions are to be given to the candidate and the date of the re-submission in the case of (3). The Director of Research then advises the candidate and the supervisor accordingly.

If the reports recommend that the thesis be accepted, the Research Committee recommends accordingly to the Academic Board and, if all other work has been completed, candidates are invited to graduate.

The candidate is required to lodge 2 hard-bound copies of the thesis and the electronic copy with the Director of Research.

Criteria for a thesis

The Thesis should be assessed, amongst other things, by the following:

- The clarity with which the research question/problem is stated and the scope of the study defined.
- The appropriateness of the theoretical or conceptual framework to the investigation.
- The appropriateness of the methodology in relation to the research question/problem.
- The precision and consistency with which key terminology is used.
- The depth of the critical assessment of the relevant literature.
- The capacity to demonstrate a link between the literature review and the research question/problem.
- The degree of skill in constructing arguments and sustaining a position throughout the thesis.
- The level of competency in considering possible objections to the position advanced in the thesis.
- The high degree of proficiency in using rigorous argument.
- The careful and accurate presentation of the scholarly apparatus.
- The originality and the level of contribution made to the understanding of the subject.
- The suitability of a substantial amount of the material for publication.
- A clear statement of the conclusions reached.
- The conclusions are justified by the arguments presented.
- An ability to relate the conclusions of the study to the wider discipline.

Guidelines for the Preparation of the Thesis

- All copies of the thesis shall be in good quality typescript on one side of the paper only. In the main body of the thesis double-spacing of typescript is preferred, but one-and-a-half-spacing is acceptable. Single-spacing may be used only for

appendices and footnotes. The paper shall be good quality, medium weight white stock, sufficiently opaque for normal reading.

- Gender inclusive language is to be used.
- The size of the paper shall be A4 (297mm x 210mm) except for illustrative material such as drawings, maps and printouts, on which no restriction is placed.
- The margins on each sheet shall be not less than 40mm on the left-hand side, 20mm on the right-hand side, 30mm at the top and 20mm at the bottom.
- The recommended structural sequence of a thesis is as follows:

Title Page
Declaration of Originality
Acknowledgements (if any)
Preface (if any)
Table of Contents
List of illustrations and tables (if any)
Abstract
Introduction (if separate from Chapter 1)
Chapters in sequence
Appendix or appendices (if any)
Bibliography.

- The title page shall contain the thesis title, author's name, degree and year of submission.
- The Declaration of Originality shall take the following form:
This thesis is based upon original work by the author and a study of the relevant published works as indicated and acknowledged in the text.
Signed:.....
(Author's signature)
Date.....
- The table of contents should be fairly comprehensive in a thesis, since an index is not usually included.
- Beginning with the first page of Chapter 1, pages should be numbered consecutively using Arabic numerals. Preceding pages, except the title page, should normally be given lower case Roman numerals.
- Each copy of the thesis shall have an abstract of not more than 500 - 700 words bound in. The abstract should indicate the problem investigated, the procedure followed, the general results obtained, and the major conclusions reached. It should not contain any illustrative material or tables.
- Appendices contain supplementary material that the author considers necessary to the interpretation of the text itself. Long tables, raw or relatively unprocessed data, detailed reports or computer printouts are generally more appropriately included in an appendix.
- Materials such as illustrations, charts and tables must not be submitted on the back of typed sheets. Except with the approval of the supervisor, these should be bound

facing the text to which they refer, or if necessary, as right-hand pages, immediately after the first reference to them. The caption should be placed at the bottom of the page.

- Materials such as diagrams, maps, and tables which exceed A4 size should be either:
 - (i) folded so as to read as a right-hand page when opened; or
 - (ii) clearly referred to in the text, numbered and folded for insertion in a pocket in the back inside cover of the thesis binding.
- Footnotes at the bottom of each page are preferred, but endnotes will be permitted.

Bibliography and Referencing

No single method of referring is prescribed, but it is essential that candidates use one or other of the generally recognised systems of referencing. Those of the Journal of Theological Studies, or the Journal of Biblical Literature are recommended. A useful reference for you to consult is: L McIntosh (1994) *A Style Manual for the Presentation of Papers and Theses in Religion and Theology*, available from: Centre for Information Studies, Locked Bag 660, WAGGA WAGGA NSW 2678. Phone: +61 2 6933 2325 Fax: +61 2 6933 2733, Email: cis@csu.edu.au

Presentation and Binding of Thesis Following Examination

When the thesis has been examined and accepted, two copies bound in the manner described below shall be sent to the Office of the Director of Research, along with one copy in electronic form.

Each copy of the final version of the thesis shall be bound in boards, covered with buckram or similar, and embossed on the spine as follows:

- (a) At the bottom and across, the words
“Sydney College of Divinity”
- (b) 90mm from the bottom and across, the degree and year of submission, for example:
MTh(Hons)
2008
- (c) Evenly spaced between the statement in (b) and the top of the spine, the initials and surname of the author. No other lettering or decoration shall appear on the spine.
- (d) Where the spine of the thesis is too thin to support lettering across, the wording shall be printed along the spine reading from top to bottom in all cases.

Grievances

The Sydney College of Divinity has in place a set of grievance procedures which cover academic and non-academic aspects of candidature in the research programs of the College. The grievance procedures can be accessed on the college website www.scd.edu.au.

CODE OF SUPERVISORY PRACTICE

The research enterprise is one which involves the candidate, the supervisor and the Sydney College of Divinity. Each of the three has responsibilities and obligations to ensure that the enterprise is fruitful.

The Sydney College of Divinity, through its Research Committee:

1. Determines the eligibility of the candidate to undertake research at MTh(Hons) or doctoral level.
2. Determines that the research project is appropriate for the degree.
3. Ensures that proper supervision can be provided and maintained throughout the research period.
4. Appoints supervisors expert in the areas of research and willing to undertake the obligations of supervision.
5. Establishes and monitors mechanisms whereby conflict between the supervisor and the student may be resolved.
6. Establishes procedures for all stages of the examination process.
7. Establishes procedures whereby staff inexperienced in supervision are assisted with supervision.
8. Establishes minimum reporting procedures.
9. Establishes examination criteria for theses.

POLICY DETERMINATION

In the light of these responsibilities the following Code of Practice governing supervision of research for higher degrees is adopted.

The Supervisor

The supervisors are appointed by the Research Committee after consultation with the candidate.

The Sydney College of Divinity expects that supervisors will:

- Assist the student to identify a thesis topic suitable in scope and intellectual challenge for the particular degree.
- Advise the student on appropriate source material and its availability.
- Monitor the progress of the work by scheduling regular meetings with the student. An average of one per month is suggested. The frequency will probably vary according to stage of development of the thesis.
- Record the outcomes or decisions taken at each meeting with the student.
- Provide critical comment on drafts of sections of the work.
- Read and critically comment on the final draft of the thesis.
- Certify that the thesis meets the requirements of the SCD and is ready to be presented for examination.
- Suggest the names of three possible examiners.
- Encourage the student to become part of the wider academic community by participating in seminars and conferences.

- Advise the successful candidate on possible avenues of publication.
- Provide ongoing assistance to students who have been required to re-write and/or re-submit their theses. (see Section on Rewriting below)
- Report on the student's progress to the Research Committee once a year, on the forms provided, and at other times should the supervisors deem it necessary.
- Alert the Research Committee, through the Dean, to problems encountered in the supervisory relationship.
- Inform the student and the Research Committee of any extended leave so that arrangements may be made for the associate supervisor to take over the supervision.
- Ensure effective communication with the associate supervisor.

The Student

The student will

- Inform themselves of the regulations governing the submission and examination of theses.
- Apply to the Research Committee for the appointment of a supervisor. In most cases, candidates will have previously approached one or more potential supervisors to discuss the proposed area of research.
- Arrange with their supervisors for regular meetings at mutually convenient times, generally once a month.
- At the end of each meeting, students should have a clear idea of what work is to be done before the next scheduled meeting. Difficulties encountered in carrying out the work should be communicated to the supervisor before the date of the scheduled meeting.
- Provide drafts of sections of work at agreed intervals.
- Alert the Research Committee, through the Dean, to serious problems encountered in the supervisory relationship.

Supervision of Students Living Outside Metropolitan Areas

In order to make advanced theological education available to those who wish to benefit from it, the SCD permits some candidates living away from Sydney to pursue higher degrees by research. In order to carry out its responsibility to ensure adequate supervision the SCD requires of such students that they:

1. Arrange for a face to face meeting with their supervisor twice per semester;
2. Communicate with the supervisor by phone or in writing at least once a month, irrespective of the progress which has been made in the month which has elapsed.

In addition, students should be made aware that, in some cases, the Research Committee may require them to devote some extended period to the writing of the thesis under the direction of the supervisor and close to the supervisor's workplace. The costs associated with such a period will be met by the student.

Difficulties in Supervision.

From time to time, students and supervisors may experience difficulties in the supervisory relationship. Disappointment at adverse comments on a draft, increased workload or personal circumstances may cause discouragement or disenchantment with the research task.

In many cases, these setbacks are temporary, resolve themselves or may be overcome by the student and supervisor re-negotiating the thesis timetable, keeping in mind the completion date.

In some cases, difficulties arise which are of a more intractable nature. In these cases, candidates may avail themselves of the informal and formal grievance procedures which are in place.

Examination of Thesis: the Supervisor's Role

When the Research Committee invites the candidate to carry out further work on the thesis, the Dean will forward the examiners' reports to the supervisors, who will be invited to write a response which will include a recommendation on how long the candidate might need to complete the re-write.

The role of the supervisor then will be to assist the candidate to appreciate the shortcomings in the thesis and to implement the recommendations made by the examiners in the time allowed.

Difficulties of Students from a Non-English Speaking Background

Although the presentation of the thesis may be affected by difficulties in English expression, candidates cannot expect the supervisor to write the thesis. Common sense will dictate the difference between proofreading, advice on more felicitous expression and writing the thesis in correct English.

Students experiencing such difficulties could be recommended to seek the assistance of persons competent in English. Any arrangements which may ensue are completely independent of the Sydney College of Divinity.

MA(Hons) AWARD SUMMARY

- Admission to Candidature:
- A four year Bachelor(Hons) or equivalent with results at Class II or better; or
 - The Master of Arts of the College with a grade point average of 2.8 or better and including the Research essay at distinction level; or
 - Qualifications from another university or tertiary institution deemed by the College to be equivalent to those above;

The College may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Duration: One to two (1-2) years full-time or six (6) years part-time.

Mode: Full-time, part time.

Structure: Thesis of 50,000 words maximum under the direction of a supervisor;
&
Compulsory attendance at the Research Degree Workshop and Research Seminars.

Some thesis topics will require competence in ancient and/or modern foreign languages.

English Proficiency: Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 7.0 is required in all bands of the test.

Fees: Full-time \$4,292 per semester; part-time \$2,146 per semester

Contact: The Director of Research, Office of the Dean

MASTER of ARTS (Honours)

The Master of Arts (Honours) provides men and women with the opportunity to pursue advanced study in a theologically related discipline by research. It is designed for those who seek to further their study of a theologically related discipline for academic, vocational, professional and/or personal reasons. This award also offers training for further research at doctoral level.

The Master of Arts (Honours) is available by thesis alone. It provides the opportunity for candidates to embark on a significant piece of research which investigates a theological topic in a systematic and comprehensive manner that is not available in course work programs.

The Academic Regulations below are to be read in conjunction with the section Common Elements for Research Awards found above.

OUTCOMES

Candidates should be able to:

Knowledge

- acquire a deep understanding of a research problem in a specified theologically related discipline
- contribute to public understanding of the problem being researched

Skills

- employ appropriate methodologies in carrying out their investigation
- present their case to the academic community in a sustained argument
- develop a collaborative stance to research through interaction with supervisors and peer reviews of work in progress

Values

- value opportunities to place their research abilities at the service of wider communities
- value profoundly the contribution of the discipline to understanding life experience and Church issues

ACADEMIC REGULATIONS for the MASTER OF ARTS (HONOURS) MA(Hons)

1 Admission to Candidature

1.1 The Sydney College of Divinity may admit to candidature in the MA(Hons) those persons who have qualified for admission to:

- (a) A four year Bachelor(Hons) or equivalent with results at Class II (Division I) or better; or
- (b) The Master of Arts of the College with a grade point average of 2.8 or better and including the Research Essay at distinction level; or
- (c) Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in (a) and (b) above.

- 1.2 In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue masters honours research.
- 1.3 Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be demonstrated by such examination or other work as determined by the Sydney College of Divinity.
- 1.4 An applicant may not be admitted to candidature unless the Research Committee determines that adequate supervision is available.
- 1.5 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
- 1.6 Applicants will be required to show evidence of competence in ancient and/or modern languages in order to access primary sources and significant secondary works relevant to their thesis topic. Language requirements will be determined at the time of application in consultation with the proposed supervisor.
- 1.7 All candidates for the MA(Hons) shall be admitted provisionally subject to the approval by the Research Committee of a formal thesis proposal.
- 1.8 No candidate for a degree of Masters Honours may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution.
- 1.9 Candidates for the program are registered with the College through the Office of the Dean.
- 1.10 A candidate for the degree shall be designated as full-time or part-time based on an assessment of the candidate's commitments other than those related to the program.

2 Course Structure

- 2.1 All MA(Hons) candidates proceed to the award by thesis alone.
- 2.2 Candidates shall pursue a program of advanced study and research approved by the Research Committee and shall submit a thesis embodying the results of the research. The thesis shall form a contribution to research in the area. The thesis is to be 50,000 words in length, including footnotes and bibliography.
- 2.3 A candidate may not submit as the main content of the thesis any work or material which has previously been submitted for a degree.
- 2.4 Not later than one semester after admission to candidature for full-time candidates and one year for part-time candidates, the candidate shall submit a thesis proposal for approval by the Research Committee. Following approval, the research project may not be substantially varied except with the permission of the Research Committee.
- 2.5 The Research Committee shall appoint a principal supervisor and an associate supervisor to oversee the development of the thesis, and may determine any special arrangements for supervision. Normally the principal supervisor shall be an academic staff member of one of the Member Institutions of the Sydney College of Divinity.
- 2.6 As part of the program for the award of the Master of Arts (Honours) the candidate shall be required to attend the research seminars listed for each year of their candidature, and present at least at one per year for full-time candidates and one every

second year for part-time. Ongoing enrolment in the award is subject to completing these requirements.

- 2.7 Candidates in their first year of thesis writing shall attend a research degree workshop in addition to the research seminars; provided that they have not previously undertaken such a course with the College as part of a previous award when they may be asked to attend those parts of the workshop considered relevant to their research.
- 2.8 All thesis proposals involving the gathering of personal information from people by surveys, interviews or case studies etc must first be referred to the Research Committee for approval using the appropriate forms and will be dealt with according to the procedures and policies of the Ethics Review Committee.
- 2.9 All candidates are to nominate a 'home library' from the libraries of the Member Institutes of the Sydney College of Divinity. The library will regularly receive a research grant to supplement its collection in the topic area of the candidate.

3 *Period of Candidature*

- 3.1 The period of candidature for the degree shall normally be 1 or 2 years full-time study or 6 years part-time.
- 3.2 In certain circumstances the Research Committee may grant extensions such that the maximum period of candidature for a full-time student is 3 years or 7 years for a part-time student.
- 3.3 For serious reasons the Research Committee may grant a candidate leave of absence from the program. This leave will not exceed one year. The period of leave is not counted in the period of candidature.
- 3.4 If the candidate discontinues or does not re-enrol, the candidate is required to apply for re-admission to the MA(Hons) program. The Research Committee will process the application and may specify conditions for enrolment.
- 3.5 A candidate resuming after an absence shall be enrolled for not less than one semester before being permitted to submit a thesis.

4 *Monitoring of Candidature*

- 4.1 Once a semester, and at any other time considered appropriate, the supervisor of the thesis shall report to the Research Committee on the progress of each candidate using the appropriate form.
- 4.2 Subject to the exceptions set out in paragraphs 4.2 (a) and (b), a candidate shall pursue an approved program of advanced study and research within the College.
 - (a) A candidate may be permitted subject to the approval of the Research Committee to follow an approved program of study and research outside the College in accordance with the following conditions:
 - (i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the College for a period determined by the Research Committee to be equivalent to not less than one academic half-year full-time;
 - (ii) the place of study and research outside the College shall be approved in each case by the Research Committee;
 - (iii) the Research Committee shall appoint a person at the place of study and research as associate supervisor for the candidate, unless the committee

- determines, in special circumstances, that an associate supervisor be not appointed;
- (iv) the associate supervisor, where appointed, shall report regularly to the candidate's College supervisor on the progress of the candidate's work;
 - (v) the Director of Research shall satisfy the Research Committee that adequate arrangements have been made for the candidate's College supervisor and the candidate to meet, unless in special circumstances the committee determines otherwise.
- (b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Research Committee to spend specific periods away from the College without supervision, provided that while away the candidate reports to the College supervisor at such times as are required and provided further that any time in excess of a total of one academic year spent away from the College, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

5 *Termination of Candidature*

- 5.1 If for any reason the candidate's progress is unsatisfactory, the Research Committee shall ask the candidate to show cause why candidature should not be terminated.
- 5.2 Any show cause submission shall be considered by the Research Committee and the Committee's recommendation shall be forwarded to the Academic Board. The Committee may recommend the termination of candidature, continuation of enrolment and imposition of conditions on continuation of candidature.
- 5.3 If the candidate does not show cause, the Research Committee shall recommend termination of candidature to the Academic Board.
- 5.4 Persons whose candidature has been terminated may have recourse to the appeals procedures. The decision of the appeals committee is final.

6 *Examination of Thesis*

- 6.1 The candidate shall submit to the Office of the Dean two copies of a thesis embodying the results of the candidate's research. All copies of the thesis shall be bound in temporary form. The length of the thesis shall conform to the prescribed requirements. The thesis must be written and presented in accordance with the current guidelines for the preparation of a thesis.
- 6.2 The thesis must be the candidate's own work, must be written in English and reach a satisfactory standard of literary presentation.
- 6.3 Before a candidate may submit a thesis, the principal supervisor must certify in writing that the thesis conforms to the requirements of the regulations. A certificate to this effect shall be supplied by the supervisor when the thesis is submitted. If the principal supervisor does not so certify, the Research Committee shall determine whether the thesis shall be submitted after having considered written submissions from the principal supervisor, the associate supervisor and the candidate.
- 6.4 The Research Committee appoints two examiners, both of whom shall normally be external to the Sydney College of Divinity, and may appoint additional examiners. Examiners shall report in writing three months from the receipt of the thesis.

Examiners will be replaced if the report is not received within four months unless the examiner is given leave to report late.

- 6.5 The examiners shall report in writing and place the thesis in one of the four categories below:
- (a) the degree be awarded;
 - (b) revisions be made subject to the satisfaction of the Research Committee;
 - (c) a significantly revised thesis be re-submitted for examination;
 - (d) the degree not be awarded.
- 6.6 In the event of a disagreement arising between examiners, the Research Committee may appoint a third examiner or may make a recommendation to the Academic Board of the College.
- 6.7 The Research Committee may recommend that the candidate undergo an oral or written examination requested by the examiners or initiated by the Research Committee.
- 6.8 In the case of 6.5 (b) and (c) above, the Research Committee shall determine the time to be allowed for completion or re-submission. In both cases, the candidate shall re-enrol for the specified period.

7 *Examiners' Reports*

- 7.1 Candidates will be given a copy of the examiners' reports at the completion of the examination process. Examiners' names will be included unless a written request to the contrary has been received by the Office of the Dean.
- 7.2 As a form of benchmarking, at the completion of the examination process each examiner will be sent a copy of the other examiner's report, though with the details of the examiner removed.

8 *Submission of the Completed Thesis*

- 8.1 When any corrections as determined by the Research Committee in light of the examiners' reports have been completed two bound copies of the thesis and one electronic copy are to be submitted to the Office of the Dean. The bound copies are to conform to the guidelines for the presentation and binding of theses following examination.
- 8.2 A copy of the bound thesis is to be deposited in the designated home library, while the other bound copy and electronic copy remain with the Office of the Dean. The copies will be available for consultation, loan, electronic distribution and photocopying forthwith. In exceptional cases the Research Committee, on application of the candidate, may determine that the thesis shall not be available until after the expiry of a period, normally no longer than a year.

9 *Saving Clause*

Notwithstanding anything to the contrary contained herein, the Academic Board of the Sydney College of Divinity may, in any case in which it may deem it appropriate to do so, vary, dispense with or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the Sydney College of Divinity.

MTh(Hons) AWARD SUMMARY

- Admission to Candidature:
- An Honours Degree of Bachelor of Theology with at least Honours Class II of this College and have achieved a credit level of attainment in an appropriate area of study or areas of study considered by the Research Committee to be acceptable for the purpose of proceeding to an Honours Degree of Master; or
 - Master of Theology within the College with a grade point average of 2.8 or better and including the Research Essay at distinction level; or
 - Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in above;

The College may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Duration: One to two years full-time or six years part-time.

Mode: Full-time, part time.

Structure: Thesis of 50,000 words maximum under the direction of a supervisor;
&
Compulsory attendance at the Research Degree Workshop and Research Seminars.

Some thesis topics will require competence in ancient and/or modern foreign languages.

English Proficiency: Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 7.0 is required in all bands of the test.

Fees: Full-time \$4,292 per semester; part-time \$2,146 per semester

Contact: The Director of Research

MASTER of THEOLOGY (Honours)

The Master of Theology (Honours) provides men and women with the opportunity to pursue advanced study by research in a theological discipline. It is designed for those who seek to further their study in the various disciplines in the field of theology for academic, vocational, professional and/or personal reasons. This award also offers training for further research at doctoral level.

The Master of Theology (Honours) is available by thesis alone. It provides the opportunity for candidates to embark on a significant piece of research which investigates a theological topic in a systematic and comprehensive manner that is not available in course work programs.

The Academic Regulations below are to be read in conjunction with the section Common Elements for Research Awards found above.

OUTCOMES

Candidates should be able to:

Knowledge

- acquire a deep understanding of a specific theological problem
- contribute to public understanding of the theological problem

Skills

- employ appropriate methodologies in carrying out their investigation
- present their case to the academic community in a sustained argument
- develop collaborative stance to research through interaction with supervisors and peer reviews of work in progress
- deliver papers on aspects of the thesis to appropriate groups

Values

- value opportunities to place their research abilities at the service of wider communities

ACADEMIC REGULATIONS for the MASTER OF THEOLOGY (HONOURS) (MThHons)

1 Admission to Candidature

1.1 The Sydney College of Divinity may admit to candidature in the MTh(Hons) those persons who have qualified for admission to:

- (a) An Honours Degree of Bachelor of Theology with at least Honours Class II of this College and have achieved a credit level of attainment in an appropriate area of study or areas of study considered by the Research Committee to be acceptable for the purpose of proceeding to an Honours Degree of Master; or
- (b) The Master of Theology within the College and must have achieved a grade point average of 2.8 or better and including the Research Essay at distinction level;

- (c) Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in (a) and (b) above.
- 1.2 In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue masters honours research.
- 1.3 Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be demonstrated by such examination or other work as determined by the Sydney College of Divinity.
- 1.4 An applicant may not be admitted to candidature unless the Research Committee determines that adequate supervision is available.
- 1.5 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
- 1.6 Applicants will be required to show evidence of competence in ancient and/or modern languages in order to access primary sources and significant secondary works relevant to their thesis topic. Language requirements will be determined at the time of application in consultation with the proposed supervisor.
- 1.7 All candidates for the MTh(Hons) shall be admitted provisionally subject to the approval by the Research Committee of a formal thesis proposal.
- 1.8 No candidate for a degree of Masters Honours may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution.
- 1.9 Candidates for the program are registered with the College through the Office of the Dean.
- 1.10 A candidate for the degree shall be designated as full-time or part-time based on an assessment of the candidate's commitments other than those related to the program.

2 Course Structure

- 2.1 All MTh(Hons) candidates proceed to the award by thesis alone.
- 2.2 Candidates shall pursue a program of advanced study and research approved by the Research Committee and shall submit a thesis embodying the results of the research. The thesis shall form a contribution to research in the area. The thesis is to be 50,000 words in length, including footnotes and bibliography.
- 2.3 A candidate may not submit as the main content of the thesis any work or material which has previously been submitted for a degree.
- 2.4 Not later than one semester after admission to candidature for full-time candidates and one year for part-time candidates, the candidate shall submit a thesis proposal for approval by the Research Committee. Following approval, the research project may not be substantially varied except with the permission of the Research Committee.
- 2.5 The Research Committee shall appoint a principal supervisor and an associate supervisor to oversee the development of the thesis, and may determine any special arrangements for supervision. Normally the principal supervisor shall be an academic staff member of one of the Member Institutions of the Sydney College of Divinity.

- 2.6 As part of the program for the award of the Master of Theology (Honours) the candidate shall be required to attend the research seminars listed for each year of their candidature, and present at least at one per year for full-time candidates and one every second year for part-time. Ongoing enrolment in the award is subject to completing these requirements.
- 2.7 Candidates in their first year of thesis writing shall attend a research degree workshop in addition to the research seminars; provided that they have not previously undertaken such a course with the College as part of a previous award when they may be asked to attend those parts of the workshop considered relevant to their research.
- 2.8 All thesis proposals involving the gathering of personal information from people by surveys, interviews or case studies etc must first be referred to the Research Committee for approval using the appropriate forms and will be dealt with according to the procedures and policies of the Ethics Review Committee.
- 2.9 All candidates are to nominate a 'home library' from the libraries of the Member Institutes of the Sydney College of Divinity. The library will regularly receive a research grant to supplement its collection in the topic area of the candidate.

3 *Period of Candidature*

- 3.1 The period of candidature for the degree shall normally be 1 or 2 years full-time study or 6 years part-time.
- 3.2 In certain circumstances the Research Committee may grant extensions such that the maximum period of candidature for a full-time student is 3 years or 7 years for a part-time student.
- 3.3 For serious reasons the Research Committee may grant a candidate leave of absence from the program. This leave will not exceed one year. The period of leave is not counted in the period of candidature.
- 3.4 If the candidate discontinues or does not re-enrol, the candidate is required to apply for re-admission to the MTh(Hons) program. The Research Committee will process the application and may specify conditions for enrolment.
- 3.5 A candidate resuming after an absence shall be enrolled for not less than one semester before being permitted to submit a thesis.

4 *Monitoring of Candidature*

- 4.1 Once a semester, and at any other time considered appropriate, the supervisor of the thesis shall report to the Research Committee on the progress of each candidate using the appropriate form.
- 4.2 Subject to the exceptions set out in paragraphs 4.2 (a) and (b), a candidate shall pursue an approved program of advanced study and research within the College.
 - (a) A candidate may be permitted subject to the approval of the Research Committee to follow an approved program of study and research outside the College in accordance with the following conditions:
 - (i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the College for a period determined by the Research Committee to be equivalent to not less than one academic half-year full-time;

- (ii) the place of study and research outside the College shall be approved in each case by the Research Committee;
 - (iii) the Research Committee shall appoint a person at the place of study and research as associate supervisor for the candidate, unless the committee determines, in special circumstances, that an associate supervisor be not appointed;
 - (iv) the associate supervisor, where appointed, shall report regularly to the candidate's College supervisor on the progress of the candidate's work;
 - (v) the Director of Research shall satisfy the Research Committee that adequate arrangements have been made for the candidate's College supervisor and the candidate to meet, unless in special circumstances the committee determines otherwise.
- (b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Research Committee to spend specific periods away from the College without supervision, provided that while away the candidate reports to the College supervisor at such times as are required and provided further that any time in excess of a total of one academic year spent away from the College, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

5 *Termination of Candidature*

- 5.1 If for any reason the candidate's progress is unsatisfactory, the Research Committee shall ask the candidate to show cause why candidature should not be terminated.
- 5.2 Any show cause submission shall be considered by the Research Committee and the Committee's recommendation shall be forwarded to the Academic Board. The Committee may recommend the termination of candidature, continuation of enrolment and imposition of conditions on continuation of candidature.
- 5.3 If the candidate does not show cause, the Research Committee shall recommend termination of candidature to the Academic Board.
- 5.4 Persons whose candidature has been terminated may have recourse to the appeals procedures. The decision of the appeals committee is final.

6 *Examination of Thesis*

- 6.1 The candidate shall submit to the Office of the Dean two copies of a thesis embodying the results of the candidate's research. All copies of the thesis shall be bound in temporary form. The length of the thesis shall conform to the prescribed requirements. The thesis must be written and presented in accordance with the current guidelines for the preparation of a thesis.
- 6.2 The thesis must be the candidate's own work, must be written in English and reach a satisfactory standard of literary presentation.
- 6.3 Before a candidate may submit a thesis, the principal supervisor must certify in writing that the thesis conforms to the requirements of the regulations. A certificate to this effect shall be supplied by the supervisor when the thesis is submitted. If the principal supervisor does not so certify, the Research Committee shall determine whether the thesis shall be submitted after having considered written submissions from the principal supervisor, the associate supervisor and the candidate.

- 6.4 The Research Committee appoints two examiners, both of whom shall normally be external to the Sydney College of Divinity, and may appoint additional examiners. Examiners shall report in writing three months from the receipt of the thesis. Examiners will be replaced if the report is not received within four months unless the examiner is given leave to report late.
- 6.5 The examiners shall report in writing and place the thesis in one of the four categories below:
- (a) the degree be awarded;
 - (b) revisions be made subject to the satisfaction of the Research Committee;
 - (c) a significantly revised thesis be re-submitted for examination;
 - (d) the degree not be awarded.
- 6.6 In the event of a disagreement arising between examiners, the Research Committee may appoint a third examiner or may make a recommendation to the Academic Board of the College.
- 6.7 The Research Committee may recommend that the candidate undergo an oral or written examination requested by the examiners or initiated by the Research Committee.
- 6.8 In the case of 6.5 (b) and (c) above, the Research Committee shall determine the time to be allowed for completion or re-submission. In both cases, the candidate shall re-enrol for the specified period.

7 *Examiners' Reports*

- 7.1 Candidates will be given a copy of the examiners' reports at the completion of the examination process. Examiners' names will be included unless a written request to the contrary has been received by the Office of the Dean.
- 7.2 As a form of benchmarking, at the completion of the examination process each examiner will be sent a copy of the other examiner's report, though with the details of the examiner removed.

8 *Submission of the Completed Thesis*

- 8.1 When any corrections as determined by the Research Committee in light of the examiners' reports have been completed two bound copies of the thesis and one electronic copy are to be submitted to the Office of the Dean. The bound copies are to conform to the guidelines for the presentation and binding of theses following examination.
- 8.2 A copy of the bound thesis is to be deposited in the designated home library of the candidate, while the other bound copy and electronic copy remain with the Office of the Dean. The copies will be available for consultation, loan, electronic distribution and photocopying forthwith. In exceptional cases the Research Committee, on application of the candidate, may determine that the thesis shall not be available until after the expiry of a period, normally no longer than a year.

9 *Saving Clause*

Notwithstanding anything to the contrary contained herein, the Academic Board of the Sydney College of Divinity may, in any case in which it may deem it appropriate to do so, vary, dispense with or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the Sydney College of Divinity.

DMin AWARD SUMMARY

- Admission to Candidature:
- Shall hold a four year BTh(Hons) or BTh & MTh, or MDiv; or a combination of awards deemed to be equivalent to the above, with a grade point average of 2.8; or
 - shall hold from a university or tertiary institution, qualifications approved by the Research Committee as equivalent to the requirements set out in above; and
 - shall have demonstrated potential for research; and
 - shall have at least four years full-time, or equivalent part-time, certified experience of ministry.

The College may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Duration: 4 years full-time or 12 years part-time.

Mode: Full-time, part time.
Course work units normally are offered in intensive mode.

Structure: The award is by coursework (40%) and research (60%).
Candidates must achieve a grade point average of 2.8 in the coursework units before they can proceed to the research requirements.

Coursework Elements

- (a) Four core units; and
- (b) One elective unit, selected in light of the candidate's area of interest

Research Elements

- A thesis of 60,000 words; and
- Compulsory participation in the Research Degree Workshop; and
- Colloquia; and
- Research Seminars.

English Proficiency: Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 7.0 is required in all bands of the test.

Fees: \$2,146 per coursework unit
Thesis writing: full-time \$4,292 per semester; part-time \$2,146 per semester

Contact: The Director of Research SCD Office

DOCTOR OF MINISTRY

The Doctor of Ministry award aims to provide the opportunity for professional development in ministry at the highest academic level and thereby to enable candidates, through a period of systematic reflection on the practice and theology of ministry, to make a distinct contribution to the profession of ministry, by a critical, creative, theological and academically informed investigation of some aspect of that profession.

The Academic Regulations below are to be read in conjunction with the section Common Elements for Research Awards found above.

OUTCOMES

General Outcomes

It is expected that graduates should be able to:

- contribute to the well-being of their profession by continued involvement in critical and creative reflection on the practice of ministry
- enter into constructive dialogue with their ecclesial communities on subjects vital to those communities' engagement with contemporary society
- teach pastoral theology in academic institutions where theology is taught.
- participate in ministry formation
- contribute to teacher/professional development in systems of education
- take a leadership role in discussion of topical matters eg. euthanasia, right to employment
- participate in government consultations

Specific Outcomes

Knowledge

- demonstrate a thorough understanding of a particular area of the practice of ministry
- make a critical and creative contribution to the understanding of the area under consideration
- demonstrate an understanding of the ways in which the chosen area is related to the broader practice of ministry

Skills

- demonstrate high level research skills of critical analysis and the application of research methods
- engage in scholarly dialogue and debate within the academic community
- respond creatively to the changing needs of ministry in the church

Values

- appreciate postgraduate research as a collaborative enterprise
- witness to and promote commitment to lifelong learning
- respect the views of others
- contribute expertise for the common good of society

ACADEMIC REGULATIONS for the DOCTOR OF MINISTRY (DMin)

1 *Admission To Candidature*

- 1.1 The Sydney College of Divinity may admit to candidature in the DMin those persons who:
 - (a) Shall hold a four year BTh(Hons), or BTh & MTh, or MDiv; or a combination of awards deemed to be equivalent to the above, with a grade point average of 2.8; or
 - (b) shall hold from a university or tertiary institution, qualifications approved by the Research Committee as equivalent to the requirements set out in (a) above; and
 - (c) shall have demonstrated potential for research; and
 - (d) shall have at least four years full-time, or equivalent part-time, experience of ministry with references supplied.
- 1.2 In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work.
- 1.3 Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be demonstrated by such examination or other work as determined by the Sydney College of Divinity.
- 1.4 An applicant may not be admitted to candidature unless the Research Committee determines that adequate supervision is available.
- 1.5 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally will be required to demonstrate competency in English by an IELTS (or equivalent) result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
- 1.6 All candidates for the DMin shall be admitted provisionally subject to the approval by the Research Committee of a formal thesis proposal.
- 1.7 No candidate for a degree of Doctor may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution.
- 1.8 A candidate enrolled in the MTh(Hons) may apply to the Research Committee for transfer to DMin candidature. Application may be made following approval of the MTh(Hons) thesis proposal and completion of 20,000 words of the thesis under the direction of the approved Principal Supervisor and Associate Supervisor. The application shall be accompanied by a letter of recommendation from the supervisors. Period of candidature provisions for DMin apply at this point.
- 1.9 Candidates for the program are registered with the College through the Office of the Dean.
- 1.10 A candidate for the degree shall be designated as full-time or part-time based on an assessment of the candidate's commitments other than those related to the program.

2 *Course Structure*

- 2.1 Candidates shall pursue a program of advanced study and research approved by the Research Committee. Such program of study shall include:
 - (a) Coursework elements successfully completed with a grade point average of 2.8

- (i) four core units;
- (ii) one elective units available in various delivery modes;

Five units of course work are:

CORE	RP894 Seminar in Applied Research Methodologies or equivalent
CORE	RP895 Advanced Seminar in Pastoral Ministry;
CORE	RP896 Advanced Seminar in Pastoral and Practical Methodology;
CORE	RP898 Advanced Seminar in Pastoral Research;
ELECTIVE	RP897 Advanced Seminar in Pastoral Studies

(b) Research elements:

- (i) the presentation of a thesis of 60,000 words maximum, including footnotes and bibliography, embodying the results of the candidate's research provided that the candidate has achieved a grade point average of 2.8 in the coursework units; the thesis shall form a distinct contribution to the knowledge of the subject and afford clear evidence of originality either by the discovery of new facts or by the exercise of independent critical power;
- (ii) a research workshop in the first year of candidature, provided such a workshop has not previously been taken with the College as part of a previous award;
- (iii) participation in the annual Doctor of Ministry colloquium;
- (iv) the candidate shall be required to attend the research seminars listed for each year of their candidature, and present at least at one per year for full-time candidates and one every second year for part-time..

2.2 The four core units shall be so constructed as to supply candidates with

- (a) familiarity with applied research methodologies
- (b) a contemporary theology of ministry at advanced level; and
- (c) an introduction to contemporary scholarship in practical and pastoral theology at advanced level; and
- (d) a thesis proposal

2.3 The one elective unit may be undertaken following one or more of the following options:

- (a) an independent guided study of up to 9 credit points in an area closely allied with the area of the thesis; or
- (b) a ministry placement for one unit (9 credit points) which shall operate as follows:
 - (I) The ministry placement shall require the candidate to
 - (a) spend three (3) days (25 hours) at a placement in ministry under one of the following models with no placement extending beyond five (5) weeks:
 - (i) concentrated mode (3 x 8 hours); or
 - (ii) split mode (2 days one weekend 1 day another); or
 - (iii) weekly mode (1 day per week for three weeks); or
 - (v) other by arrangement with the Director of Research;
 - (b) negotiate a Learning Contract between the candidate, mentor and the Director of Research;
 - (c) have a minimum of three hours face to face meetings with the mentor;
 - (d) draft a written document to be worked out with the mentor;

- (e) lodge the completed document, which shall be examined by the mentor and a College faculty member, with the Director of Research no later than eight weeks following the completion of the placement.
- (II) The ministry placement shall be managed in the following way:
- (a) the placement shall only be with accredited mentors accredited through the normal accreditation process of the College;
 - (b) the criteria for accreditation will normally be
 - (i) a three year theology/ministry award or equivalent; and
 - (ii) at least four years experience in the current ministry; and
 - (iii) participation in the College's mentor's workshop;
 - (c) the placement shall only be made in locations where
 - (i) the mentor's supervisory body agrees in writing to the placement;
 - (ii) the agreement makes it clear that the Doctor of Ministry candidate is an observer only and will not act in any supervisory capacity;
 - (d) where the placement involves children the College will:
 - (i) inspect the documentation with regard to statutory requirements for the protection of children;
 - (ii) prohibit such a placement if the documentation is unavailable.
- 2.4 The annual colloquium shall provide a forum where candidates shall be able to reflect on and integrate learning from coursework units and ministry experiences:
- (a) there shall be a research methods component in each colloquium;
 - (b) the Colloquia shall:
 - (i) be convened by the Director of Research;
 - (ii) involve College faculty and/or visiting lecturers in contributing to discrete session.
- 2.5 In addition to the Colloquia, candidates must participate in the Research Degree Seminars, including a presentation per year for full time candidates and every second year for part time.
- 2.6 All coursework requirements must be completed with a grade point average of 2.8 before the thesis proposal may be submitted.
- 2.7 The College shall ensure through the Research Committee that:
- (a) where specialised research methods are necessary, viz. questionnaires and/or interviews, the candidate has the required knowledge and skills in such methods and the appropriate ethical clearance;
 - (b) where previous studies have not included research methods to a level that satisfy the committee, candidates shall be required to take such units at recognised institutes at their own expense;
 - (c) All thesis proposals involving the gathering of personal information from people by surveys, interviews or case studies etc must first be referred to the Ethics Committee for approval using the appropriate forms.
- 2.8 A candidate may not submit as the main content of the thesis any work or material which has previously been submitted for a degree.

- 2.9 Not later than one semester after admission to candidature for full-time candidates and one year for part-time candidates, the candidate shall submit a thesis proposal for approval by the Research Committee. Following approval, the research project may not be substantially varied except with the permission of the Research Committee.
- 2.10 The Research Committee shall appoint a supervisor from the academic staff of the Sydney College of Divinity to oversee the candidate's progress through the course work units. As well the Research Committee shall appoint a principal thesis supervisor and an associate supervisor to oversee the researching and writing of the thesis. Normally the principal thesis supervisor shall be an academic staff member of one of the Member Institutions of the Sydney College of Divinity.
- 2.11 All candidates are to nominate a 'home library' from the libraries of the Member Institutes of the Sydney College of Divinity. The library will regularly receive a research grant to supplement its collection in the topic area of the candidate.
- 2.12 Candidates may apply for credit for the coursework components however credit will only be given for similar units at doctoral level that have been awarded a grade of credit or higher, in line with the requirements of the grade point average for permission to continue to the thesis writing stage. Candidates may apply for an exemption from RP894 Seminar in Applied Research Methodologies if evidence equivalent studies can be shown.

3 *Period of Candidature*

- 3.1 The period of candidature shall normally be 4 years full-time or 12 years part-time.
- 3.2 In certain circumstances the Research Committee may grant extensions.
- 3.3 For serious reasons a candidate may be granted leave of absence from the program. This leave will not exceed one year. The period of leave is not counted in the period of candidature.
- 3.4 If the candidate discontinues or does not re-enrol, the candidate is required to apply for re-admission to the DMin program. The Research Committee will process the application and may specify conditions for enrolment.
- 3.5 A candidate resuming after an absence shall be enrolled for not less than one semester before being permitted to submit a thesis.

4 *Monitoring of Candidature*

- 4.1 Once a semester and at any other time considered desirable, the Principal Supervisor shall report to the Research Committee on the candidate's progress, using the appropriate form.
- 4.2 Candidates shall present themselves before a doctoral assessment panel for a doctoral assessment not later than one year for a full-time candidate and eighteen months for a part-time candidate. The purpose of this assessment is to ensure as far as possible that the candidate is progressing satisfactorily towards completion of the thesis by the due date.
- 4.3 Subject to the exceptions set out in paragraphs 4.3 (a) and (b), a candidate shall pursue an approved program of advanced study and research within the College.
 - (a) A candidate may be permitted subject to the approval of the Research Committee to follow an approved program of study and research outside the College in accordance with the following conditions:

- (i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the College for a period determined by the Research Committee to be equivalent to not less than one academic half-year full-time;
 - (ii) the place of study and research outside the College shall be approved in each case by the Research Committee;
 - (iii) the Research Committee shall appoint a person at the place of study and research as associate supervisor for the candidate, unless the committee determines, in special circumstances, that an associate supervisor be not appointed;
 - (iv) the associate supervisor, where appointed, shall report regularly to the candidate's College supervisor on the progress of the candidate's work;
 - (v) the Director of Research shall satisfy the Research Committee that adequate arrangements have been made for the candidate's College supervisor and the candidate to meet, unless in special circumstances the committee determines otherwise.
- (b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Research Committee to spend specific periods away from the College without supervision, provided that while away the candidate reports to the College supervisor at such times as are required and provided further that any time in excess of a total of one academic year spent away from the College, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

5 *Termination of Candidature*

- 5.1 If for any reason the candidate's progress is unsatisfactory, the Research Committee shall ask the candidate to show cause why candidature should not be terminated.
- 5.2 Any show cause submission shall be considered by the Research Committee and the Committee's recommendation shall be forwarded to the Academic Board. The Committee may recommend the termination of candidature, continuation of enrolment and imposition of conditions on continuation of candidature.
- 5.3 If the candidate does not show cause, the Research Committee shall recommend termination of candidature to the Academic Board.
- 5.4 Persons whose candidature has been terminated may have recourse to the appeals procedures. The decision of the appeals committee is final.

6 *Examination of Theses*

- 6.1 The candidate shall submit to the Office of the Dean three copies of a thesis embodying the results of the candidate's research. All copies of the thesis shall be bound in temporary form. The length of the thesis shall conform to the prescribed requirements. The thesis must be written and presented in accordance with the current guidelines for the preparation of a thesis.
- 6.2 The thesis must be the candidate's own work, must be written in English and reach a satisfactory standard of literary presentation.
- 6.3 Before a candidate may submit a thesis, the principal supervisor must certify in writing that the thesis conforms to the requirements of the regulations. A certificate to this effect shall be supplied by the supervisor when the thesis is submitted. If the principal

supervisor does not so certify, the Research Committee shall determine whether the thesis shall be submitted after having considered written submissions from the principal supervisor, the associate supervisor and the candidate.

- 6.4 The Research Committee appoints three examiners, at least two of whom shall be external to the Sydney College of Divinity and may appoint additional examiners. Examiners shall report in writing three months from the receipt of the thesis. Examiners will be replaced if the report is not received within four months unless the examiner is given leave to report late.
- 6.5 The examiners shall report in writing and place the thesis in one of the four categories below:
 - (a) the degree be awarded;
 - (b) revisions be made subject to the satisfaction of the Research Committee;
 - (c) a significantly revised thesis be re-submitted for examination;
 - (d) the degree not be awarded.
- 6.6 The Research Committee may recommend that the candidate undergo an oral or written examination requested by the examiners or initiated by the Research Committee.
- 6.7 In the case of 6.5 (b) and (c) above, the Research Committee shall determine the time to be allowed for completion or re-submission. In both cases, the candidate shall re-enrol for the specified period.

7 *Examiners' Reports*

- 7.1 Candidates will be given a copy of the examiners' reports at the completion of the examination process. Examiners' names will be included unless a written request to the contrary has been received by the Office of the Dean.

8 *Submission of the Completed Thesis*

- 8.1 When any corrections as determined by the Research Committee in light of the examiners' reports have been completed two bound copies of the thesis and one electronic copy are to be submitted to the Office of the Dean. The bound copies are to conform to the guidelines for the presentation and binding of theses following examination.
- 8.2 A copy of the bound thesis is to be deposited in the designated home library of the candidate, while the other bound copy and electronic copy remain with the Office of the Dean. The copies will be available for consultation, loan, electronic distribution and photocopying forthwith. In exceptional cases the Research Committee, on application of the candidate, may determine that the thesis shall not be available until after the expiry of a period, normally no longer than a year.

9 *Saving Clause*

Notwithstanding anything to the contrary contained herein, the Academic Board of the Sydney College of Divinity may, in any case in which it may deem it appropriate to do so, vary, dispense with or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the Sydney College of Divinity.

PhD AWARD SUMMARY

- Admission to Candidature:
- A four-year Bachelor (Hons), or equivalent, with results at Class II (Division I) or better; or
 - An MA(Hons) from the Sydney College of Divinity; or
 - Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in above;
 - In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work.
 - Notwithstanding the provisions above, the College may require suitability for candidature to be by such examination or other work as determined by the College;

The College may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Duration: 4 years full-time or 12 years part-time.

Mode: Full-time, part time.

Structure: Thesis of 80,000-100,000 words maximum under the direction of a supervisor;
&
Compulsory attendance at the Research Degree Workshop and Research Seminars.

Some thesis topics will require competence in ancient and/or modern foreign languages.

English Proficiency: Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 7.0 is required in all bands of the test.

Fees: Full-time \$4,292 per semester; part-time \$2,146 per semester

Contact: The Director of Research, SCD Office

THE DOCTOR OF PHILOSOPHY

The Doctor of Philosophy provides men and women with the opportunity to pursue advanced study in a theologically related discipline by research at the highest level. It is designed for those who seek to further their study of a theologically related discipline for academic, vocational, professional and/or personal reasons.

The Doctor of Philosophy is available by thesis alone. It provides the opportunity for candidates to embark on a significant piece of research which investigates a theological topic in a systematic and comprehensive manner that is not available in course work programs.

The Academic Regulations below are to be read in conjunction with the section Common Elements for Research Awards found above.

OUTCOMES

General Outcomes

It is expected that graduates should be able to:

- contribute to the well-being of society by continued involvement in the construction of knowledge
- enter into constructive dialogue with persons of all faiths, or no religious faith, on subjects vital to the development of contemporary society
- bring theological work into critical dialogue with other areas of academic research
- teach in academic institutions where theology or religious studies are taught
- be involved in formation of those who engage in church ministries
- be involved in teacher/professional development in systems of education
- participate in community discussion of topical matters eg. social policy; right to employment, refugee policy
- participate in government consultations

Specific Outcomes

Knowledge

- demonstrate a thorough understanding of a particular research topic
- make an original contribution to the understanding of the interdisciplinary topic under consideration
- demonstrate an understanding of the ways in which the theological component of the research relates to the other discipline undertaken

Skills

- demonstrate high level research skills of critical analysis
- assemble and sustain an argument with supporting evidence
- engage in scholarly dialogue and debate within the academic community

- develop the ability to act as a critical friend in research projects
- communicate one's ideas to others in written and verbal form

Values

- engage in postgraduate research as a collaborative and interdisciplinary enterprise
- promote commitment to lifelong learning
- respect the views of others
- contribute expertise for the common good of society

ACADEMIC REGULATIONS for the DOCTOR OF PHILOSOPHY (PhD)

1 *Admission to Candidature*

- 1.1 The Sydney College of Divinity may admit to candidature in the PhD those persons who have qualified for admission to:
 - (a) A four-year Bachelor(Hons), or equivalent, with results at First Class Honours or Second Class Honours Division I; or
 - (b) An MA(Hons) (SCD)
 - (c) Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in (a) or (b) above
- 1.2 In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work.
- 1.3 Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be demonstrated by such examination or other work as determined by the Sydney College of Divinity.
- 1.4 An applicant may not be admitted to candidature unless the Research Committee determines that adequate supervision is available.
- 1.5 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction will be required to demonstrate competency in English by an IELTS result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
- 1.6 Applicants will be required to show evidence of competence in ancient and/or modern languages in order to access primary sources and significant secondary works relevant to their thesis topic. Language requirements will be determined at the time of application in consultation with the proposed supervisor.
- 1.7 All candidates for the PhD shall be admitted provisionally subject to the approval by the Research Committee of a formal thesis proposal.
- 1.8 No candidate for a degree of Doctor may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution.
- 1.9 A candidate enrolled in the MA(Hons) may apply to the Research Committee for transfer to PhD candidature. Application may be made following approval of the MA(Hons) thesis proposal and completion of 20,000 words of the thesis under the direction of the approved Principal Supervisor and Associate Supervisor. The

application shall be accompanied by a letter of recommendation from the supervisors. Period of candidature provisions for the PhD apply at this point.

1.10 Candidates for the program are registered with the College through the Office of the Dean.

1.11 A candidate for the degree shall be designated as full-time or part-time based on an assessment of the candidate's commitments other than those related to the program.

2 Course Structure.

2.1 All PhD candidates proceed to the award by thesis alone.

2.2 Candidates shall pursue a program of advanced study and research approved by the Research Committee and shall submit a thesis embodying the results of the research. The thesis shall form a distinct contribution to the knowledge of the subject and afford clear evidence of originality either by the discovery of new facts or by the exercise of independent critical power. The thesis is to be 80,000-100,000 words in length, including footnotes and bibliography.

2.3 A candidate may not submit as the main content of the thesis any work or material which has previously been submitted for a degree.

2.4 Not later than one semester after admission to candidature for full-time candidates and one year for part-time candidates, the candidate shall submit a thesis proposal for approval by the Research Committee. Following approval, the research project may not be substantially varied except with the permission of the Research Committee.

2.5 The Research Committee shall appoint a principal supervisor and an associate supervisor to oversee the development of the thesis, and may determine any special arrangements for supervision. Normally the principal supervisor shall be an academic staff member of one of the Member Institutions of the Sydney College of Divinity.

2.6 As part of the program for the award of the Doctor of Philosophy the candidate shall be required to attend the research seminars listed for each year of their candidature, and present at least at one per year for full-time candidates and one every second year for part-time. Ongoing enrolment in the award is subject to completing these requirements.

2.7 Candidates in their first year of thesis writing shall attend a research degree workshop in addition to the research seminars; provided that they have not previously undertaken such a course with the College as part of a previous award when they may be asked to attend those parts of the workshop considered relevant to their research.

2.8 All thesis proposals involving the gathering of personal information from people by surveys, interviews or case studies etc must first be referred to the Research Committee for approval using the appropriate forms and will be dealt with according to the procedures and policies of the Ethics Review Committee.

2.9 All candidates are to nominate a 'home library' from the libraries of the Member Institutes of the Sydney College of Divinity. The library will regularly receive a research grant to supplement its collection in the topic area of the candidate.

3 Period of Candidature

3.1 The period of candidature shall normally be 4 years full-time or 12 years part-time.

3.2 In certain circumstances the Research Committee may grant extensions.

- 3.3 For serious reasons a candidate may be granted leave of absence from the program. This leave will not exceed one year. The period of leave is not counted in the period of candidature.
- 3.4 If the candidate discontinues or does not re-enrol, the candidate is required to apply for re-admission to the PhD program. The Research Committee will process the application and may specify conditions for enrolment.
- 3.5 A candidate resuming after an absence shall be enrolled for not less than one semester before being permitted to submit a thesis.

4 *Monitoring of Candidature*

- 4.1 At least once a year and at any other time considered desirable, the Principal Supervisor shall report to the Research Committee on the candidate's progress, using the appropriate form.
- 4.2 Candidates shall present themselves before a doctoral assessment panel for a doctoral assessment not later than one year for a full-time candidate and eighteen months for a part-time candidate. The purpose of this assessment is to ensure as far as possible that the candidate is progressing satisfactorily towards completion of the thesis by the due date.
- 4.3 Subject to the exceptions set out in paragraphs 4.3 (a) and (b), a candidate shall pursue an approved program of advanced study and research within the College.
 - (a) A candidate may be permitted subject to the approval of the Research Committee to follow an approved program of study and research outside the College in accordance with the following conditions:
 - (i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the College for a period determined by the Research Committee to be equivalent to not less than one academic half-year full-time;
 - (ii) the place of study and research outside the College shall be approved in each case by the Research Committee;
 - (iii) the Research Committee shall appoint a person at the place of study and research as associate supervisor for the candidate, unless the committee determines, in special circumstances, that an associate supervisor be not appointed;
 - (iv) the associate supervisor, where appointed, shall report regularly to the candidate's College supervisor on the progress of the candidate's work;
 - (v) the Director of Research shall satisfy the Research Committee that adequate arrangements have been made for the candidate's College supervisor and the candidate to meet, unless in special circumstances the committee determines otherwise.
 - (b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Research Committee to spend specific periods away from the College without supervision, provided that while away the candidate reports to the College supervisor at such times as are required and provided further that any time in excess of a total of one academic year spent away from the College, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

5 *Termination of Candidature*

- 5.1 If for any reason the candidate's progress is unsatisfactory, the Research Committee shall ask the candidate to show cause why candidature should not be terminated.
- 5.2 Any show cause submission shall be considered by the Research Committee and the Committee's recommendation shall be forwarded to the Academic Board. The Committee may recommend the termination of candidature, continuation of enrolment and imposition of conditions on continuation of candidature.
- 5.3 If the candidate does not show cause, the Research Committee shall recommend termination of candidature to the Academic Board.
- 5.4 Persons whose candidature has been terminated may have recourse to the appeals procedures. The decision of the appeals committee is final.

6 *Examination of Thesis*

- 6.1 The candidate shall submit to the Office of the Dean three copies of a thesis embodying the results of the candidate's research. All copies of the thesis shall be bound in spiral form. Where the thesis is too large for it to be bound as a single work it should be presented in two parts with spiral binding. Medium bond paper is to be used. The length of the thesis shall conform to the prescribed requirements. The thesis must be written and presented in accordance with the current guidelines for the preparation of a thesis.
- 6.2 The thesis must be the candidate's own work, must be written in English and reach a satisfactory standard of literary presentation.
- 6.3 Before a candidate may submit a thesis, the principal supervisor must certify in writing that the thesis conforms to the requirements of the regulations. A certificate to this effect shall be supplied by the supervisor when the thesis is submitted. If the principal supervisor does not so certify, the Research Committee shall determine whether the thesis shall be submitted after having considered written submissions from the principal supervisor, the associate supervisor and the candidate.
- 6.4 The Research Committee appoints three examiners, at least two of whom shall be external to the Sydney College of Divinity, and may appoint additional examiners. Examiners shall report in writing three months from the receipt of the thesis. Examiners will be replaced if the report is not received within four months unless the examiner is given leave to report late.
- 6.5 The examiners shall report in writing and place the thesis in one of the four categories below:
 - (a) the degree be awarded;
 - (b) revisions be made subject to the satisfaction of the Research Committee;
 - (c) a significantly revised thesis be re-submitted for examination;
 - (d) the degree not be awarded.
- 6.6 The Research Committee may recommend that the candidate undergo an oral or written examination requested by the examiners or initiated by the Research Committee.
- 6.7 In the case of 6.5 (b) and (c) above, the Research Committee shall determine the time to be allowed for completion or re-submission. In both cases, the candidate shall re-enrol for the specified period.

7 *Examiners' Reports*

- 7.1 Candidates will be given a copy of the examiners' reports at the completion of the examination process. Examiners' names will be included unless a written request to the contrary has been received by the Office of the Dean.
- 7.2 As a form of benchmarking, at the completion of the examination process each examiner will be sent a copy of the three examiner's reports, though with the details of the examiner removed.

8 *Submission of the Completed Thesis*

- 8.1 When any corrections as determined by the Research Committee in light of the examiners' reports have been completed two bound copies of the thesis and one electronic copy are to be submitted to the Office of the Dean. The bound copies are to conform to the guidelines for the presentation and binding of theses following examination.
- 8.2 A copy of the bound thesis is to be deposited in the designated home library of the candidate, while the other bound copy and electronic copy remain with the Office of the Dean. The copies will be available for consultation, loan, electronic distribution and photocopying forthwith. In exceptional cases the Research Committee, on application of the candidate, may determine that the thesis shall not be available until after the expiry of a period, normally no longer than a year.

9 *Saving Clause*

Notwithstanding anything to the contrary contained herein, the Academic Board of the Sydney College of Divinity may, in any case in which it may deem it appropriate to do so, vary, dispense with or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the Sydney College of Divinity.

ThD AWARD SUMMARY

- Admission to Candidature:
- A four-year BTh(Hons) or equivalent with results at Class II (Division I) or better; or
 - MTh(Hons) (SCD); or
 - shall hold from a university or tertiary institution, qualifications approved by the Research Committee as equivalent to the requirements above.
 - In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work.
 - Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be by such examination or other work as determined by the Sydney College of Divinity;

The College may decline to accept a candidate if it cannot offer supervision in his or her proposed field of research.

Duration: 4 years full-time or 12 years part-time.

Mode: Full-time, part time.

Structure: Thesis of 80,000-100,000 words maximum under the direction of a supervisor;
&
Compulsory attendance at the Research Degree Workshop and Research Seminars.

Some thesis topics will require competence in ancient and/or modern foreign languages.

English Proficiency: Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally require a minimum IELTS (or equivalent) score of 7.0 is required in all bands of the test.

Fees: Full-time \$4,292 per semester; part-time \$2,146 per semester

Contact: The Director of Research, SCD Office

THE DOCTOR OF THEOLOGY

The Doctor of Theology provides men and women with the opportunity to pursue advanced study in a theological discipline by research in a theological discipline at the highest level. It is designed for those who seek to further their study in the field of theology for academic, vocational, professional and/or personal reasons.

The Doctor of Theology is available by thesis alone. It provides the opportunity for candidates to embark on a significant piece of research which investigates a theological topic in a systematic and comprehensive manner that is not available in course work programs.

The Academic Regulations below are to be read in conjunction with the section Common Elements for Research Awards found above.

OUTCOMES

General Outcomes

It is expected that graduates should be able to:

- contribute to the well-being of society by continued involvement in the construction of knowledge
- enter into constructive dialogue with persons of all faiths or no religious faith, on subjects vital to the development of contemporary society
- teach in academic institutions where theology is taught
- be involved in formation of those who engage in church ministries
- be providers of non-award adult education in faith-related areas
- be involved in teacher/ professional development in systems of education
- participate in community discussion of topical matters eg. euthanasia; right to employment
- participate in government consultations

Specific Outcomes

Knowledge

- demonstrate a thorough understanding of a particular research topic
- make an original contribution to the understanding of the topic under consideration
- demonstrate an understanding of the ways in which the chosen topic is related to other research areas

Skills

- demonstrate high level research skills of critical analysis
- assemble and sustain an argument with supporting evidence
- engage in scholarly dialogue and debate within the academic community
- develop the ability to act as a critical commentator and analyst in research projects
- communicate one's ideas to others in written and verbal form

Values

- engage in postgraduate research as a collaborative enterprise
- promote commitment to lifelong learning
- respect the views of others
- contribute expertise for the common good of society

ACADEMIC REGULATIONS for the DOCTOR OF THEOLOGY (ThD)

1 *Admission To Candidature*

- 1.1 The Sydney College of Divinity may admit to candidature in the ThD those persons who have qualified for admission to:
 - (a) A four-year BTh(Hons), or equivalent, with results at First Class Honours or Second Class Honours Division I;
 - (b) MTh(Hons) (SCD);
 - (c) Qualifications from another university or tertiary institution deemed by the College to be equivalent to those in (a) or (b) above.
- 1.2 In exceptional cases, candidates may be admitted on the grounds of academic and professional attainments, including publications, in the branch of theology in which they wish to pursue doctoral work.
- 1.3 Notwithstanding the provisions above, the Sydney College of Divinity may require suitability for candidature to be demonstrated by such examination or other work as determined by the Sydney College of Divinity.
- 1.4 An applicant may not be admitted to candidature unless the Research Committee determines that adequate supervision is available.
- 1.5 Applicants whose entry qualifications were obtained in an institution where English is not the language of instruction normally will be required to demonstrate competency in English by an IELTS (or equivalent) result of 7.0 in all bands of the test and may be required to attend such English language courses as prescribed by the Sydney College of Divinity.
- 1.6 Applicants will be required to show evidence of competence in ancient and/or modern languages in order to access primary sources and significant secondary works relevant to their thesis topic. Language requirements will be determined at the time of application in consultation with the proposed supervisor.
- 1.7 All candidates for the ThD shall be admitted provisionally subject to the approval by the Research Committee of a formal thesis proposal.
- 1.8 No candidate for a degree of Doctor may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution.
- 1.9 A candidate enrolled in the MTh(Hons) may apply to the Research Committee for transfer to ThD candidature. Application may be made following approval of the MTh(Hons) thesis proposal and completion of 20,000 words of the thesis under the direction of the approved principal supervisor and associate supervisor. The application shall be accompanied by a letter of recommendation from the supervisors. Period of candidature provisions for the ThD apply at this point.

1.10 Candidates for the program are registered with the College through the Office of the Dean.

1.11 A candidate for the degree shall be designated as full-time or part-time based on an assessment of the candidate's commitments other than those related to the program.

2 *Course Structure*

2.1 Candidates shall pursue a program of advanced study and research approved by the Research Committee and shall submit a thesis embodying the results of the research. The thesis shall form a distinct contribution to the knowledge of the subject and afford clear evidence of originality either by the discovery of new facts or by the exercise of independent critical power. The thesis is to be of 80,000-100,000 words in length, including footnotes and bibliography.

2.2 A candidate may not submit as the main content of the thesis any work or material which has previously been submitted for a degree.

2.3 Not later than one semester after admission to candidature for full-time candidates and one year for part-time candidates, the candidate shall submit a thesis proposal for approval by the Research Committee. Following approval, the research project may not be substantially varied except with the permission of the Research Committee.

2.4 The Research Committee shall appoint a principal supervisor and an associate supervisor to oversee the development of the thesis, and may determine any special arrangements for supervision. Normally the principal supervisor shall be an academic staff member of one of the Member Institutions of the Sydney College of Divinity.

2.5 As part of the program for the award of the Doctor of Theology the candidate shall be required to attend the research seminars listed for each year of their candidature, and present at least at one per year for full-time candidates and one every second year for part-time. Ongoing enrolment in the award is subject to completing these requirements.

2.6 Candidates in their first year of thesis writing shall attend a research degree workshop in addition to the research seminars; provided that they have not previously undertaken such a course with the College as part of a previous award when they may be asked to attend those parts of the workshop considered relevant to their research.

2.7 All thesis proposals involving the gathering of personal information from people by surveys, interviews or case studies etc must first be referred to the Research Committee for approval using the appropriate forms and will be dealt with according to the procedures and policies of the Ethics Review Committee.

2.8 All candidates are to nominate a 'home library' from the libraries of the Member Institutes of the Sydney College of Divinity. The library will regularly receive a research grant to supplement its collection in the topic area of the candidate.

3 *Period of Candidature*

3.1 The period of candidature shall normally be 4 years full-time or 12 years part-time.

3.2 In certain circumstances the Research Committee may grant extensions.

3.3 For serious reasons a candidate may be granted leave of absence from the program. This leave will not exceed one year. The period of leave is not counted in the period of candidature.

3.4 If the candidate discontinues or does not re-enrol, the candidate is required to apply for re-admission to the ThD program. The Research Committee will process the application and may specify conditions for enrolment.

3.5 A candidate resuming after an absence shall be enrolled for not less than one semester before being permitted to submit a thesis.

4 *Monitoring of Candidature*

4.1 At least once a year and at any other time considered desirable, the principal supervisor shall report to the Research Committee on the candidate's progress, using the appropriate form.

4.2 Candidates shall present themselves before a doctoral assessment panel for a doctoral assessment not later than one year for a full-time candidate and eighteen months for a part-time candidate. The purpose of this assessment is to ensure as far as possible that the candidate is progressing satisfactorily towards completion of the thesis by the due date.

4.3 Subject to the exceptions set out in paragraphs 4.3 (a) and (b), a candidate shall pursue an approved program of advanced study and research within the College.

(a) A candidate may be permitted subject to the approval of the Research Committee to follow an approved program of study and research outside the College in accordance with the following conditions:

(i) before submitting a thesis the candidate shall have followed an approved program of advanced study and research within the College for a period determined by the Research Committee to be equivalent to not less than one academic half-year full-time;

(ii) the place of study and research outside the College shall be approved in each case by the Research Committee;

(iii) the Research Committee shall appoint a person at the place of study and research as associate supervisor for the candidate, unless the committee determines, in special circumstances, that an associate supervisor be not appointed;

(iv) the associate supervisor, where appointed, shall report regularly to the candidate's College supervisor on the progress of the candidate's work;

(v) the Director of Research shall satisfy the Research Committee that adequate arrangements have been made for the candidate's College supervisor and the candidate to meet, unless in special circumstances the committee determines otherwise.

(b) For purposes such as the collection of research material in the field, a candidate may be permitted by the Research Committee to spend specific periods away from the College without supervision, provided that while away the candidate reports to the College supervisor at such times as are required and provided further that any time in excess of a total of one academic year spent away from the College, without supervision, on activities forming part of an approved program of advanced study and research shall not be counted towards the minimum period of candidature for the degree.

5 *Termination of Candidature*

5.1 If for any reason the candidate's progress is unsatisfactory, the Research Committee shall ask the candidate to show cause why candidature should not be terminated.

- 5.2 Any show cause submission shall be considered by the Research Committee and the Committee's recommendation shall be forwarded to the Academic Board. The Committee may recommend the termination of candidature, continuation of enrolment and imposition of conditions on continuation of candidature.
- 5.3 If the candidate does not show cause, the Research Committee shall recommend termination of candidature to the Academic Board.
- 5.4 Persons whose candidature has been terminated may have recourse to the appeals procedures. The decision of the appeals committee is final.

6 *Examination of Thesis*

- 6.1 The candidate shall submit to the Office of the Dean three copies of a thesis embodying the results of the candidate's research. All copies of the thesis shall be bound in spiral form. Where the thesis is too large for it to be bound as a single work it should be presented in two parts with spiral binding. Medium bond paper is to be used. The length of the thesis shall conform to the prescribed requirements. The thesis must be written and presented in accordance with the current guidelines for the preparation of a thesis.
- 6.2 The thesis must be the candidate's own work, must be written in English and reach a satisfactory standard of literary presentation.
- 6.3 Before a candidate may submit a thesis, the principal supervisor must certify in writing that the thesis conforms to the requirements of the regulations. A certificate to this effect shall be supplied by the supervisor when the thesis is submitted. If the principal supervisor does not so certify, the Research Committee shall determine whether the thesis shall be submitted after having considered written submissions from the principal supervisor, the associate supervisor and the candidate.
- 6.4 The Research Committee appoints three examiners, at least two of whom shall be external to the Sydney College of Divinity, and may appoint additional examiners. Examiners shall report in writing three months from the receipt of the thesis. Examiners will be replaced if the report is not received within four months unless the examiner is given leave to report late.
- 6.5 The examiners shall report in writing and place the thesis in one of the four categories below:
 - (a) the degree be awarded;
 - (b) revisions be made subject to the satisfaction of the Research Committee;
 - (c) a significantly revised thesis be re-submitted for examination;
 - (d) the degree not be awarded.
- 6.6 The Research Committee may recommend that the candidate undergo an oral or written examination requested by the examiners or initiated by the Research Committee.
- 6.7 In the case of 6.5 (b) and (c) above, the Research Committee shall determine the time to be allowed for completion or re-submission. In both cases, the candidate shall re-enrol for the specified period.

7 *Examiners' Reports*

- 7.1 Candidates will be given a copy of the examiners' reports at the completion of the examination process. Examiners' names will be included unless a written request to the contrary has been received by the Office of the Dean.
- 7.2 As a form of benchmarking, at the completion of the examination process each examiner will be sent a copy of the three examiner's reports, though with the details of the examiner removed.

8 *Submission of the Completed Thesis*

- 8.1 When any corrections as determined by the Research Committee in light of the examiners' reports have been completed two bound copies of the thesis and one electronic copy are to be submitted to the Office of the Dean. The bound copies are to conform to the guidelines for the presentation and binding of theses following examination.
- 8.2 A copy of the bound thesis is to be deposited in the designated home library of the candidate, while the other bound copy and electronic copy remain with the Office of the Dean. The copies will be available for consultation, loan, electronic distribution and photocopying forthwith. In exceptional cases the Research Committee, on application of the candidate, may determine that the thesis shall not be available until after the expiry of a period, normally no longer than a year.

9 *Saving Clause*

Notwithstanding anything to the contrary contained herein, the Academic Board of the Sydney College of Divinity may, in any case in which it may deem it appropriate to do so, vary, dispense with or suspend any requirement or prescription by these regulations, and report forthwith to the Council of the Sydney College of Divinity.