

SECTION SIX

Bachelor Degree Programs & Specific Regulations

Bachelor of Theology – BTh, BTh (Korean Medium)
Bachelor of Theology (Honours) - BTh(Hons)

BACHELOR OF THEOLOGY - BTh

AWARD SUMMARY

Entry Requirements: An Australian Tertiary Admission Rank (ATAR) of 72.5, or its equivalent; or
Mature Age and Special Entry Admissions for those who have reached the age of 21; or
articulation from other Sydney College of Divinity programs.

Duration: 3 years full-time or 9 years part-time

Mode: Full-time, part-time.

Structure: 216 credit points (i.e. 24 units).

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 6.5 with no score less than 6.0 in all bands of the test. A student can be admitted provisionally into the BTh when they have an IELTS result of 6.0 with no score less than 6.0 in all bands of the test

Fees Contact the Member Institution with which you intend to enrol.

Contact The Registrar of one of the following Member Institutions:

- Australian College of Ministries
- Broken Bay Institute
- Catholic Institute of Sydney
- Emmaus Bible College
- Nazarene Theological College
- Saint Andrew's Greek Orthodox Theological College
- Salvation Army Booth College

Graduate Profile and Rationale

The Bachelor of Theology course is a primary undergraduate award which provides a systematic and comprehensive study of theology and related disciplines through a structure of majors and sub-majors. Not all majors and sub-majors are available at all Member Institutions.

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The sub-disciplines and the majors and sub-majors available are:

Discipline	Sub-disciplines	Majors / Submajors
Biblical Studies	BB Biblical Studies Hebrew Greek	Biblical Studies* Old Testament* New Testament*
Humanities in the Christian Tradition	AL Humanities SP Christian Spirituality HS Church History WH Philosophy	- Christian Spirituality Church History Philosophy
Christian Practice	CN Counselling LS Liturgical Studies MS Missiology PT Pastoral Theology and Practice	Counselling Liturgical Studies Missiology Pastoral Theology and Practice
Theology	ET Theological Ethics TH Theology Latin	Theological Ethics Biblical Theology* Historic Theology* Systematic Theology*

*Not to include language (Greek, Hebrew, Latin) units

Outcomes

The following statements are written for majors in their respective sub-disciplines. Students should acquire the nominated knowledge, skills and values.

BIBLICAL STUDIES

Knowledge

- explain the historical, geographical and social background of the Bible
- demonstrate familiarity with the overall structure and contents of the books of the Bible
- describe the principal literary features of the Bible
- identify key theological themes in the Bible

Skills

- use various lexical and grammatical aids in a biblical language
- interpret critically passages from both Old and New Testaments
- access and utilise significant secondary literature
- convey the relevance of the Bible to the contemporary world

Values

- appreciate the Bible as the word of God
- value the literary and theological nature of the Bible

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- appreciate the abiding worth of the Bible for Christian living

OLD TESTAMENT

Knowledge

- relate Old Testament texts to the historical, geographical and social contexts of their times
- demonstrate familiarity with the overall structure and contents of the books of the Old Testament
- describe the principal literary features of the Old Testament
- identify key theological themes in the Old Testament
- demonstrate a broad understanding of the history of Old Testament interpretation

Skills

- apply a working knowledge of biblical Hebrew or Septuagint Greek to the Old Testament
- exegete critically passages from the Old Testament
- access and utilise significant secondary literature
- convey the relevance of the Old Testament to the contemporary world

Values

- value the Old Testament as the word of God
- value the literary and theological nature of the Old Testament
- appreciate the benefit of exegesis from the original text
- appreciate the abiding worth of the Old Testament for Christian living and other monotheistic faiths

NEW TESTAMENT

Knowledge

- relate New Testament texts to the historical, geographical and social contexts of their times
- demonstrate familiarity with the overall structure and contents of the books of the New Testament
- describe the principal literary features of the New Testament
- identify key theological themes in the New Testament
- demonstrate a broad understanding of the history of New Testament interpretation

Skills

- apply a working knowledge of biblical Greek to the New Testament
- exegete critically passages from the New Testament
- access and utilise significant secondary literature

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- convey the relevance of the New Testament to the contemporary world

Values

- value the New Testament as the word of God
- value the literary and theological nature of the New Testament
- appreciate the benefit of exegesis from the original text
- appreciate the abiding value of the New Testament for Christian living

THEOLOGICAL ETHICS

Knowledge

- describe the development of the Christian ethical tradition
- demonstrate how the tradition informs an approach to contemporary issues
- describe the sources that contribute to Christian ethical reflection

Skills

- identify and employ sources of ethical understanding
- identify the ethical elements present in practical situations
- make a reasoned and informed response to ethical issues
- analyse and critique ethical discourse

Values:

- appreciate the complexities of moral issues in a pluralist society
- appreciate the need to engage responsibly in the ethical concerns they encounter
- appreciate the contribution of ethics to personal and communal formation

CHRISTIAN SPIRITUALITY

Knowledge

- develop an integral framework for Christian spiritual growth
- identify the theological foundations of Christian spirituality
- recognise the key scriptural themes and their relevance for human and Christian formation
- recognise the recurring themes of the classics in Christian spiritual literature
- recognise the insights into spirituality offered by contemporary writers

Skills

- articulate the place of the spiritual in everyday life
- discern the contextual and timeless elements in Christian spiritual classics
- integrate insights into their own personal and communal living

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Values

- appreciate the place of spirituality as the basis for living
- appreciate the inter-relationship between spirituality and theology
- appreciate the various traditions of spirituality within the Christian tradition

CHURCH HISTORY

Knowledge

- discuss critically the significance of events and periods of change
- explain how church history must be understood within the context of the history of the wider community
- recognise the complexity of any given historical situation and the validity of different interpretations

Skills

- bring critical faculties to bear on the gathering, analysis and synthesis of historical information
- present a coherent historical argument
- engage in scholarly discussion and communication
- engage with a range of key historiographical issues and texts

Values

- appreciate the influence of history on contemporary society
- appreciate that historical knowledge provides a necessary context for theological studies

COUNSELLING

Knowledge

- evaluate a wide range of counselling theories
- exhibit a clear understanding of theories of development concerning major developmental issues and personal adjustments within the human life-span
- demonstrate an understanding of a theology of the human person guiding pastoral care and counselling

Skills

- demonstrate appropriate helping skills in counselling relationships
- assess the impact of the social, cultural and faith contexts upon counselling
- demonstrate a level of personal awareness and an ability to separate the counsellor's personal issues from those who are being counselled.

Values

- appreciate the processes and limits of counselling
- value the reasons for theological reflection, especially upon limit situations (e.g. suffering, guilt, forgiveness, meaning)
- reflect upon the use of one's self in the counselling relationship

LITURGICAL STUDIES

Knowledge

- describe the history of liturgical practice from its earliest Judaeo-Christian foundations and at its major turning points
- explain the relationship between liturgical practice and doctrinal expressions
- demonstrate a knowledge of the relationship between worship and culture

Skills

- access and utilize the range of rituals and resources available in the church's liturgical life
- engage with other disciplines of theology and human sciences
- design and implement effective liturgies

Values

- value the particular contribution made by the student's own worshipping tradition
- appreciate the various contributions to Christian worship brought by the major liturgical traditions
- value the potential for Christian unity through the common origins and endeavours inherent in Christian worship
- appreciate the common human values on which worship simultaneously draws and brings to expression

MISSIOLOGY

Knowledge

- describe the history of Christian mission
- explain the theological basis of Christian mission
- recognise the development of the theories of mission
- acquire a knowledge of other religions
- understand the cultural dynamics of societies and religion

Skills

- analyse the social and cultural contexts of mission
- develop a facility for cross-cultural and inter-faith communication

Values

- appreciate how religion creates meaning and value for societies and people
- appreciate the contribution of indigenous people to ongoing ministry of the church
- appreciate the need to recognise the history and role of the local church in mission

PASTORAL THEOLOGY AND PRACTICE

Knowledge

- describe the role played by context in the formation of theology
- examine critically the interplay of theory and practice in doing theology
- discuss the nature and scope of different kinds of ministries

Skills

- attend to the human experience of individuals and groups
- engage in active dialogue between human experience and Christian tradition
- practice appropriate ministry as it emerges from this dialogue
- bring theological reflection to bear on contemporary issues, questions and concerns of society and culture
- recognise and enable others to use their gifts for ministry
- offer a ministry of leadership within church and wider society
- display skills relating to the role and use of the imagination in pastoral ministry

Values

- value the gifts for ministry inherent in their own personhood
- value and appreciate the gifts of others for ministry
- appreciate the different voices in the culture

PHILOSOPHY

Knowledge

- identify the major philosophical issues in Western philosophy, relating to the human person, the universe and God, and understand their historical development and significance
- examine contemporary philosophical ideas in the context of modern society and culture
- recognise the interactions between Christian theology and Western philosophical inquiry

Skills

- access and utilise the significant literature in this discipline
- recognise and analyse philosophical assumptions and arguments in various contexts and make informed critical judgements about them
- argue cogently on the basis of their own philosophical positions

Values

- have a desire to pursue philosophical inquiry and to engage in rational dialogue with others while respecting their positions
- value the importance of critical thought prior to the acceptance or rejection of new ideas

THEOLOGY

Knowledge

- demonstrate familiarity with the sources and methods of theology
- demonstrate basic understanding of the major Christian doctrines and their development in the Christian tradition
- demonstrate familiarity with contemporary theological writing
- demonstrate an awareness of the inter-relationship between theology and contemporary issues

Skills

- analyse and critique theological discourse
- demonstrate an ability to sustain a theological argument
- apply theological understanding to contemporary issues

Values

- appreciate the ecumenical dimension of theology
- appreciate the integration of theology and praxis
- appreciate the interaction between theology and culture

Enrolment

The Bachelor of Theology is offered through individual Member Institutions. Details are available from the Member Institution offering the course.

Exit Points

Students enrolled in the Bachelor of Theology may exit with an Associate Degree of Christian Thought and Practice or Diploma of Christian Studies provided they have met the requirements of the Diploma or Associate Degree.

Articulation to Other Awards

The BTh articulates directly to the BTh(Hons) and MTh. The BTh(Korean Medium) articulates directly to the MTh if English competency is demonstrated by an IELTS (or equivalent) result of 7.0 in all bands.

ACADEMIC REGULATIONS for the Bachelor of Theology

1 *Admission to Candidature*

- 1.1 An applicant for admission to candidature for a degree of Bachelor of Theology shall:
- a) an Australian Tertiary Admission Rank (ATAR) of 72.5, or its equivalent; or
 - b) have reached the age of 21 and so satisfy the requirements for Mature Age Entry; or
 - c) have adequate grounds for Special Entry

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d) seek to articulate from other Sydney College of Divinity programs.

For the Bachelor of Theology (Korean Medium) HSC / ATAR equivalency is deemed to have been achieved by satisfactory graduation of High School in Korea at a level that would gain admission into a university. This graduation also is considered evidence of Korean language literacy sufficient to undertake the course.

- 1.2 A candidate for a Bachelor of Theology shall be designated as full-time or part-time. A student is designated as a full-time if enrolled in three units (27 credit points) or more in a semester or part-time if enrolled in less than three units (27 credit points) per semester.
- 1.3 No candidate for the BTh may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution unless the candidate is enrolled in an approved joint degree program, unless approval has been granted by the Academic Board.
- 1.4 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 6.5 with no score of less than 6.0 in all bands of the test. A student can be admitted provisionally into the BTh when they have an IELTS result of 6.0 with no score less than 6.0 in all bands of the test. They must pass all subjects in the first two semesters to be permitted to continue.
- 1.5 Application for enrolment in the Bachelor of Theology is made to the Registrar of the appropriate Member Institution offering the program.

2 *Course Structure*

- 2.1 The Bachelor of Theology requires the completion of 216 credit points (24 units). Every program for the award shall include either two majors and one sub-major or one major and two sub-majors.

As well, the BTh program includes:

- e) not more than 72 credit points from Philosophy and Humanities (Philosophy not included in the BTh(Korean Medium) program);
- f) at least a sub-major from Biblical Studies;
- g) at least a sub-major from Theology;
- h) at least 9 credit points from Church History;
- i) no more than 90 credit points taken at 100 level.
- j) at least 36 credit points from the following sub-disciplines: Christian Ethics, Christian Spirituality, Counselling, Liturgical Studies, Missiology, Pastoral Theology and Practice;
- k) at least 54 credit points at 300 level and above;
- l) a maximum of 36 credit points in research units with no more than 18 credit points in Independent Guided Study units and 18 credit points in Research Project units;
- m) no more than 108 credit points in Pastoral Theology and Practice
- n) candidates who have completed 108 credit points towards the Bachelor of Theology may select up to four units (36 credit points) from the Schedule of 500 and 600 level Units of Study. Within these four units, a candidate can only select up to two units (18 credit points) at 600 level and this is provided that they have already completed at least a sub-major in that sub-discipline with a Grade Point Average of at least 2.0.

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- 2.2 A major is made up of 54 credit points with not more than 18 credit points at 100 level or with the approval of the Academic Board, up to 54 credit points at 200, 300 and 500 level, and under certain provisions up to 18 credit points at 600 level;
- 2.3 A sub-major shall require 36 credit points from units assigned to the major including no more than 18 credit points at foundational level or, with the approval of the Academic Board of the College, up to 36 credit points at advanced level;
- 2.4 Students may apply to the appropriate body of their Member Institution to include in the major or sub-major a sequence of units from other areas of study.
- 2.5 All course units shall be taken from the SCD Schedule of Units of Study.

3 *Period of Candidature:*

- 3.1 The period of candidature for the degree shall normally be 3 years full-time and 9 years part-time.
- 3.2 In certain circumstances the Student Administration Committee may grant extensions.

4 *Leave of Absence*

- 4.1 The Student Administration Committee may grant leave of absence from the Bachelor of Theology. The period of leave shall not be counted as part of the period of candidature for the degree.
- 4.2 The period of leave shall normally be one semester after which a candidate may apply for a further period of one semester or is required to complete candidature.

5. *Assessment*

- 5.1 The assessment of subject units shall be in the manner approved by the Academic Board in line with the College's established guidelines for assessment packages at undergraduate certificate level.
- 5.2 Students may be required by the Academic Board to present themselves for oral examination.
- 5.3 Academic and non-academic misconduct will be penalised severely in accordance with the regulations of the Sydney College of Divinity.

6. *Credit*

- 6.1 A candidate may seek credit up to a maximum of 144 credit points in the Bachelor of Theology.

7 *Saving Clause*

- 7.1 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.

BACHELOR OF THEOLOGY (HONOURS)

AWARD SUMMARY

Entry Requirements:	The course shall be available to: Those who have completed the Sydney College of Divinity BTh or joint BTh degree within the last five years and with a grade point average of 2.7 in the coursework and 3.0 in the area of specialisation; or hold for equivalent qualifications from a university or other tertiary institution
Duration:	1 year full-time or 3 years part-time
Mode:	Full-time, part-time.
Structure:	72 credit points, comprising 27 credit points in coursework and a thesis for 45 credit points.
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 in all bands of the test.
Fees	Contact the Member Institution with which you intend to enrol.
Contact	The Registrar of one of the following Member Institutions: <ul style="list-style-type: none">• Broken Bay Institute• Catholic Institute of Sydney• Nazarene Theological College• Saint Andrew's Greek Orthodox Theological College

Graduate Profile and Rationale

The Bachelor of Theology (Honours) award aims to provide the opportunity for preparatory research as a stepping stone to research in theology at the highest academic level.

Outcomes

In addition to the Outcomes specified for the Bachelor of Theology the following apply to the Bachelor of Theology (Honours):

Knowledge

- have a deeper understanding of their area of specialisation

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- Skills**
- demonstrate familiarity with the methodologies of their area of specialisation
 - build and sustain an argument with reference to appropriate primary and secondary sources
 - acquire and apply appropriate technical competencies eg. ancient languages, exegesis
 - develop capacity for critical analysis and research skills necessary for higher degree research

Values

- appreciate the contribution of research to constructive dialogue with the church and wider communities
- appreciate the value of research as a component of lifelong learning

Enrolment

The Bachelor of Theology (Honours) is offered through individual Member Institutions. Details are available from the Member Institution offering the course.

Articulation to Other Awards

Students may articulate to the MTh(Hons), the MA(Hons), the DMin and the ThD provided they meet the entry requirements.

ACADEMIC REGULATIONS for the Bachelor of Theology (Honours)

1 Admission to Candidature

- 1.1 An applicant for admission to candidature for a degree of Bachelor of Theology shall:
- a) hold a BTh or combined Bachelor of Theology degree from the Sydney College of Divinity completed within the last five years, and with a grade point average of 2.7 overall and 3.0 in the area of specialisation; or
 - b) hold a qualification from another university or tertiary institution that the Academic Board considers equivalent to the requirements above.
- 1.2 A candidate for a Bachelor of Theology (Honours) shall be designated as full-time or part-time. A student is designated as a full-time if enrolled in three units (27 credit points) or more in a semester or part-time if enrolled in less than three units (27 credit points) per semester.
- 1.4 An applicant may not be admitted to candidature unless the Member Institution in which he or she is enrolled can ensure 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.

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- 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 Application for enrolment in the Bachelor of Theology (Honours) is made to the Registrar of the appropriate Member Institution offering the program.
- 1.8 No candidate for the BTh(Hons) may be concurrently enrolled in any other undergraduate or postgraduate course within the Sydney College of Divinity or any other tertiary institution unless the candidate is enrolled in an approved joint degree program, unless approval has been granted by the Academic Board.

2 *Course Structure*

- 2.1 The award (no less than 72cps) shall include:
 - a) a thesis of 15,000-20,000 words for 45 credit points in the area of specialisation
 - b) a methodology unit or one designed under an independent guided study unit for 9 credit points at 600 or 700 level
 - c) a further two units (18 credit points in total) in the area of specialisation from offerings at 600 and 700 level
 - d) a seminar on work in progress instituted at an appropriate point in the course.
- 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 The appropriate body of the Member Institution in which the candidate is enrolled shall appoint a supervisor.
- 2.4 Within four weeks of enrolling in the year in which the thesis is to be written the candidate's supervisor shall receive a thesis topic which is to be submitted by the appropriate body of the Member Institution for approval to the Research Committee of the Sydney College of Divinity
- 2.5 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.

3 *Period of Candidature*

- 3.1 The period of candidature for the degree shall normally be 1 year full-time study or 3 years part-time.
- 3.2 In certain circumstances the Student Administration Committee may grant extensions.

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 appropriate body of the Member Institution on the progress of each candidate using the appropriate form.

5 *Termination of Candidature*

- 5.1 If for any reason the candidate's progress is unsatisfactory, the Member Institution in which the candidate is enrolled shall ask the candidate to show cause why candidature should not be terminated.

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- 5.2 Any show cause submission shall be forwarded to 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 Degree 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 Member Institution in which she or he is enrolled 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 within the Sydney College of Divinity.
- 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 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 supervisor does not so certify, the appropriate body of the Member Institution in which the supervision took place shall determine whether the thesis shall be submitted after having considered written submissions from the supervisor and the candidate.
- 6.4 The Sydney College of Divinity Research Committee shall appoint two examiners, at least one of whom shall normally be external to the Member Institution of either the supervisor of the student. 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 thesis shall be graded by the examiners according to the standard grading practice within the College and a final grade achieved by averaging the grades awarded by the examiners; provided that where the examiners' marks differ by more than ten (10) marks a third examiner will be asked to grade the thesis and the final result will be based on consideration of the three grades.
- 6.6 The three course work units shall be graded according to standard grading practice within the Sydney College of Divinity.
- 6.7 The final grade of honours is calculated by taking into account the results of the Honours thesis (equivalent to 5 course work units) and the three course work units. The final grade is the average of the eight units equivalent. The Academic Board of the Member Institution shall then propose a final grade of First Class Honours, Second Class Honours Division One, Second Class Honours Division Two or Third Class Honours, as deemed appropriate.
- 6.8 The cut off marks for classes of honours shall be H = First Class; D = Second Class, Division One; C = Second Class, Division Two; P = Third Class.

- 6.9 If a candidate completes all the components of the honours course but fails to qualify for the award of any class of honours, his or her academic record will be endorsed with an academic comment “Failed to qualify for a class of honours in the BTh” and the honours course description against which the class of honours is normally recorded will be deleted.

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 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.

9 *Guidelines for the preparation of the Thesis*

- 9.1 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.
- 9.2 Gender inclusive language is to be used.
- 9.3 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.
- 9.4 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.
- 9.5 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

- 9.6 The title page shall contain the thesis title, author’s name, degree and year of submission.

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9.7 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.....

- 9.8 The table of contents should be fairly comprehensive in a thesis, since an index is not usually included.
- 9.9 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.
- 9.10 Each copy of the thesis shall have an abstract of not more than 500 to 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.
- 9.11 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.
- 9.12 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.
- 9.13 Materials such as diagrams, maps, and tables which exceed A4 size should be either: (a) folded so as to read as a right-hand page when opened; or (b) clearly referred to in the text, numbered and folded for insertion in a pocket in the back inside cover of the thesis binding.
- 9.14 Footnotes at the bottom of each page are preferred, but endnotes will be permitted.

BIBLIOGRAPHY AND REFERENCING

No single method of referring is prescribed by the Sydney College of Divinity, 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 *A Style Manual for the Presentation of Papers and Theses in Religion and Theology* compiled by Lawrence D. McIntosh (1994), available from the library.

10 *Presentation and binding of thesis following examination*

- 10.1 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

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- electronic copy are to be submitted to the Office of the Dean of the Sydney College of Divinity. The bound copies are to conform to the guidelines for the presentation and binding of theses following examination.
- 10.2 A copy of the bound thesis is to be deposited in the designated home library of the student, while the other bound copy and electronic copy remain with the Office of the Dean of the Sydney College of Divinity. The copies will be available for consultation, loan, electronic distribution and photocopying forthwith. In exceptional cases the Research Committee, on application of the student, may determine that the thesis shall not be available until after the expiry of a period, normally no longer than a year.
- 10.3 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: BTh(Hons) 2009;
 - 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.

11 *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.