

HANDBOOK

GRADUATE PROGRAMME IN THEOLOGY



**United Theological College of
the West Indies**
Kingston
Jamaica

August 2015 - July 2016

TABLE OF CONTENTS

Basic information	
UWI graduate studies directory	Page 3
UTCWI graduate studies directory	Page 4
List of UWI graduate studies information booklets	Page 5
Graduate faculty in theology	Page 6
 The United Theological College of the West Indies	
Vision and Mission Statements	Page 8
History of the College	Page 9
College Relationships	Page 10
 The Graduate Programme in Theology	
Graduate Programme Purpose and Objectives	Page 11
Summary of Theology Regulations	Page 13
List of Courses	Page 19
List of Courses with Descriptions	Page 21
Reading and Writing Workshops	Page 28
 Information for the 2014-2015 Academic Year	
Courses offered in 2014-2015	Page 30
Qualifying course information for 2014-2015	Page 32
Tuition and fees for 2014-2015	Page 34
Schedule for 2014-2015	Page 36
 Information for MA Students	
Outline of Procedures for the MA	Page 38
Guidelines for Preparing a Research Paper Proposal	Page 45
MA Seminar Presentations	Page 47
 Information for MPhil Students	
Outline of Procedures for the MPhil	Page 49
Guidelines for Preparing the MPhil Thesis Proposal	Page 58
Research Degree Seminar Presentations	Page 60
 Information for PhD Students	
Outline of Procedures for the PhD	Page 62
Guidelines for Preparing the PhD Thesis Proposal	Page 72
Research Degree Seminar Presentations (see above under the MPhil)	Page 60
 Information on how to use turnitin to check for plagiarism	Page 74

PREFACE

Welcome to graduate studies in theology at the United Theological College of the West Indies and the St. Michaels Theological College. Working together we offer the theology programmes within the Faculty of Humanities and Education of the University of the West Indies, Mona Campus. For graduate studies we relate to the School of Graduate Studies and Research, along with all other graduate programmes at UWI.

We have gathered much of the information you will need about regulations and procedures into this Handbook. On some matters you will still need to consult the relevant more detailed UWI regulations, to be found in various information booklets (a list of these is found in this Handbook).

Our intent in putting together this Handbook is to give you as much help as possible to engage in theological study with us. Please read the relevant sections carefully and keep this where you can consult it from time to time.

We will seek to do an electronic update each year so that you can use this Handbook throughout your time of study.

We hope that your studies will be enriching and satisfying and that you will be able to make an important contribution to our common work in church and society.

Glenroy M Lalor
Coordinator of Graduate Studies in Theology
UTCWI

UNIVERSITY OF THE WEST INDIES

GRADUATE PROGRAMME INFORMATION

University of the West Indies

Prof. Dale Webber
Pro Vice Chancellor
School of Graduate Studies and Research

Prof. Denise Eldemire-Shearer
Campus Coordinator
School of Graduate Studies and Research

Prof. Halden Morris
Faculty Coordinator for Graduate Studies, Faculty of Humanities and Education
Chairman, Faculty Sub-Committee on Graduate Studies

Dr. Waibinte E Wariboko
Dean, Faculty of Humanities and Education

Dr. Camille Bell-Hutchinson
Campus Registrar

Graduate Studies and Research Office

Phone: 935-8263

General e-mail: postgrad@uwimona.edu.jm

Web site: www.mona.uwi.edu/postgrad

Or through the general University web site: www.uwimona.edu.jm

Mrs. Sandra Powell-Mangaroo
Assistant Registrar
Graduate Studies and Research

Mr. Migueale Smith
Administrative Assistant for Humanities and Education

UNITED THEOLOGICAL COLLEGE OF THE WEST INDIES

GRADUATE PROGRAMME INFORMATION

College e-mail (graduate studies): gradstudies@utcwi.edu.jm

Web site: www.utcwi.edu.jm

Phone: 927-2868

927-1724

Rev. Dr. Kofi Nkrumah-Young
Chair of the Board of Governors

Rev. Dr. Oral Thomas
College President/Dean of Studies
E-mail: ald957@yahoo.co.uk

Rev. Dr. Glenroy M. Lalor
Coordinator of Graduate Studies in Theology
Telephone: 702-3276
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College Registrar
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Rev. Dr. Gillian Wilson
Librarian

LIST OF UNIVERSITY INFORMATION BOOKLETS

All graduate students should have the following booklets. They are available from the Graduate Studies office at UWI.

- Regulations for Graduate Diplomas and Degrees (with effect from August 2001)
- Manual of Procedures for Graduate Diplomas and Degrees (July 2005)
- Graduate Studies Guide for Students and Supervisors (n.d.)
- The Code of Principles and Responsibilities for Students (October 2001)
- Thesis Guide: A Guide for the Preparation of Theses, Research Papers and Project Reports
 - (December 1998)
- The Postgraduate Experience (n.d.)

In addition to the above printed booklets, the Office of Graduate Studies and Research each year prepares two duplicated sheets:

“Brief Guide to Registration”

“Steps for Obtaining Your ID Card”

FACULTY MEMBERS -- GRADUATE PROGRAMME IN THEOLOGY

Rev. Dr. Cawley Bolt, Ph.D., M.T.S., B.A. L.Th.

Lecturer in Historical Studies

Rev. Dr. Karen Durant-McSweeney, Ph.D., B.A. Theology, M.B.B.S. Dip.Min.,

Lecturer in Biblical Languages and Biblical Studies

Rev. Dr. Dave Hazle, Ph.D., B.A. Theology, BSc Natural Sciences, Dip. Min., Dip. Counselling and Supervision. Lecturer in Pastoral Theology.

Rev. Dr. Stephen Jennings, Ph.D., M.A., B.A Theol., B.A., Dip.Min.

Lecturer in Contemporary and Caribbean Theology

Rev. Dr. Glenroy Lalor, Ph.D., B.A. Theology, Dip.Min., B.A. (general)

Coordinator of Graduate Studies

Lecturer in Church History and Pastoral Studies

Rev. Dr. George Mulrain, Ph.D., M.Phil., B.A.

Lecturer in Religion and Caribbean Theology

Rev. Dr. Perez

Rev. Dr. Burchell Taylor, Ph.D., B.D., M.A.

Lecturer in Biblical Studies and Theology

Rev. Dr. Oral Thomas, Ph.D., M.T.S., B.A.Theology., Dip.Min.

Lecturer in Biblical Studies and Theology

St. Michael's Theological College

Dr. Anna Perkins, Ph.D., M.Phil., B.A. Theology

Lecturer in Ethics

Rev. Dr. Lester Orville Shields, Ph.D., M.A., M.Div., B.A.

Lecturer in Pastoral Care and Counselling

Rev. Dr. Fr. Howard Thompson, Ph.D., M.Phil., B.A. Theology

Lecturer in World Religions

Rev. Dr. Donald Chambers

Rev. Fr. Peter McIssacs

Rev. Dr. Chris Llanos

United Theological College of the West Indies

VISION STATEMENT

The United Theological College of the West Indies as a Christian institution is a centre of excellence for Caribbean theological education, debate and dialogue, to provide prophetic and moral leadership to the people of the region, and to attract the best minds for teaching, research and outreach.

MISSION STATEMENT

The United Theological College of the West Indies as a Christian institution seeks to provide theological education in a student-centred environment that promotes spiritual, emotional and social development and prepares men and women for mission and service.

HISTORY OF THE UNITED THEOLOGICAL COLLEGE OF THE WEST INDIES

The U.T.C.W.I. has been described as “the most significant venture in Caribbean ecumenism to date”. The matrix of the College goes back much further than the date of its dedication on Wednesday, April 27, 1966. Indeed, the Caribbean has not only had a long history of Theological education and ministerial training, but also an almost equally long one in ecumenical and co-operative ventures in preparing candidates for the ordained ministry.

In 1954, the Theological Education Fund of the World Council of Churches took two important decisions. Firstly, that Theological Education was to be seen as a developmental tool for the integration of the region. Secondly, that this integration had to be attempted on a co-operative basis.

Many problems were faced for which solutions were not always easily found. The Methodists, Presbyterians (Jamaica), Moravians, Congregationalists and Disciples of Christ had already come together to form the Union Theological Seminary. So for them, the problem was largely that of financing the new venture. The Baptists, while sharing teaching programmes with the above had their own College, Calabar, whose buildings were relatively new, having been built in the early 50's. St. Peter's College was founded in 1877 for the training of Anglican Priests; and this it continued to do throughout the years. The Anglican students did all their training at their College, taught only by their tutors.

The present site was purchased with a grant of 33,500 Pounds from the Theological Education Fund. This was subject to the provision that ***“if the land is not used for the building up of facilities of theological training the title shall revert to the T.E.F.”***. This condition was to hold good for 21 years. The buildings were made to house 110 students and provision was made for 9 staff houses. Denominations contributed 1,600 Pounds for each student place requested.

The Churches which participated in the formation of the College were, The Anglican Church, Jamaica Diocese, The Disciples of Christ in Jamaica, The Evangelical Lutheran Church in Guyana, The Guyana Presbyterian Church, The Jamaica Baptist Union, The Methodist Church in the Caribbean and the Americas, The Moravian Church, East West Indies Province, The Moravian Church, Jamaica Province, The Presbyterian Church of Trinidad and Grenada and The United Church of Jamaica and the Cayman Islands.

From the very beginning, the College entered a working relationship with the University of the West Indies, so while maintaining its independence it functioned as the as the Department of Theology in the Faculty of Arts and General Studies (now Humanities) Since its inception, over 900 Christian leaders, trained by the institution, have received a greater understanding of the beliefs, worship and traditions of the various denominations. Academically, the graduates have excelled not only in the Caribbean but also abroad. There are graduates who are faithfully fulfilling their roles as Pastors, Priests, Deaconesses and lay persons throughout the region and beyond.

UTCWI AND ITS RELATIONSHIPS

UTCWI is, first and foremost, a seminary to which participating churches send for training candidates whom they have selected with a view to ordination. Many students also come to study at the UTCWI from non-participating communions. It is supported and maintained by the participating churches, all of which are indigenous. It receives no government subsidy. Its recurrent expenditure is met by the Churches, contributions from overseas donors and by fees from independent students.

UTCWI and Other Theological Institutions

The University of the West Indies is spread over three campuses located in separate island-territories of the Caribbean and related to each of the other campuses are three other theological institutions also affiliated with the University:

St. John Vianney, a Roman Catholic seminary
related to the St. Augustine campus in Trinidad;

Codrington, an Anglican College
related to the Cave Hill Campus in Barbados and

St. Michael's Theological College, a Roman Catholic institution adjoining
UTCWI
which together with UTCWI is related to the Mona Campus.

All these institutions follow the same courses of the University and sit the same examinations for degree programmes. Changes in curriculum and the addition of courses necessitate close consultation between the campuses before submission to the University for approval.

With St. Michael's Theological College, the College enjoys a special relationship by reason of proximity enabling close collaboration and free sharing of resources between

the two institutions. The graduate programmes at UTCWI and St. Michael's are fully coordinated within the School of Graduate Studies and Research at UWI.

UNITED THEOLOGICAL COLLEGE OF THE WEST INDIES

GRADUATE PROGRAMME IN THEOLOGY

STATEMENT OF PURPOSE

The mission of the Church in every age requires the provision of relevant education for persons seeking to fulfil their call to ministry, by pursuing theological studies.

Functioning jointly as the Theology Department of the University of the West Indies in the delivery of graduate programmes in theology, the United Theological College of the West Indies (UTCWI), an ecumenical institution and St. Michael's Theological College (SMTC) a Roman Catholic Institution affirm their call and commitment, on behalf of the Church, to facilitate and ensure the pursuit of excellence in theological scholarship at the graduate level.

The graduate programme provides an opportunity for ministers of religion, other professional persons, and indeed, all who so desire, to engage in a continuing rigorous academic study of theology in its various areas, which will enhance their service in Church, the academy, or community. Such study will normally lead to the acquisition of any or all of the following degrees in theology: Master of Arts, Master of Philosophy, and Doctor of Philosophy.

OBJECTIVES

Taught Masters (MA)

The objective of the MA programme in theology is to provide an opportunity for students to engage in rigorous academic study of theology in its various disciplines, primarily through the completion of courses.

Research Degrees (MPhil and PhD)

The objective of the research degree programmes is to provide an opportunity for religious leaders and other interested persons to engage in rigorous academic study of theology primarily through an original research project that makes a contribution to the thought and life of religious institutions and society. An additional objective of the PhD degree programme is to prepare persons to teach theology at the tertiary level.

GRADUATE STUDIES IN THEOLOGY

SUMMARY OF REGULATIONS

The Faculty of Humanities and Education of the University of the West Indies, through the United Theological College of the West Indies and the St. Michael Theological College, offer programmes leading to the MA, MPhil and PhD degrees in Theology.

MASTER OF ARTS (Taught programme)

1. Admission Regulations and Qualifications

- a. All applications for graduate study in Theology must go before the University Board for Higher Degrees through the Faculty Sub-Committee.
- b. Candidates must satisfy normal University and Faculty regulations governing admission to graduate studies. In deciding whether or not to recommend a candidate for admission to the MA programme, the theological college may take into consideration both the quality and scope of the person's academic history and his or her non-academic experience.
- c. Candidates must have attained the BA degree in theology with at least Lower Second Class Honours from UWI or its equivalent from an approved institution.
- d. Candidates must normally have completed at least 24 credits in second and third level undergraduate courses in theology at or above a grade of B.
- e. An applicant may be:
 - admitted without a Qualifying Examination,
 - required to pass a Qualifying Examination before being fully registered for graduate studies (see the regulations for Qualifying Examinations below),
 - refused admission.
- f. The nature of the Qualifying Examination shall be determined by the Theological College but shall be subject to approval by the Faculty Sub-Committee on Higher Degrees.

- g. A candidate who has not passed the Qualifying Examination at or above a grade of B will not normally be admitted to the MA Programme or be allowed to re-sit the Examination.
- h. Students admitted to the MA programme in theology must pay their tuition fees at UTCWI and their affiliation fees at UWI.

2. Programme of Study

- a. The duration of the programme of study shall be at least three semesters and not more than four semesters for full-time students. No student shall be registered as 'full-time' who spends an average of more than 12 hours per week in paid employment.
- b. The duration of the programme of study for part-time students shall normally be six semesters. Permission to do the programme in four semesters may be granted by special request.
- c. The Theological College shall propose to the Faculty Sub-Committee for Higher Degrees a Supervisor or Supervisors of experience appropriate to the proposed field of study of each candidate.
- d. Each candidate shall be required to complete 36 credits from the prescribed areas of study, selecting one area of specialization. To pass a course students must attain a mark of at least 50% in both the coursework and the examination. In some cases, up to two graduate courses may be taken in other UWI departments.
- e. In addition, candidates pursuing the Master of Art by research project shall prepare a research paper of 15,000 to 20,000 words which relates to his or her area of specialization. Students writing their research papers are required to consult with their Supervisor(s) in person, at intervals to be specified by the Supervisor(s), but normally at least once a month. The research paper in the area of specialization is to be completed within the four semesters of beginning the programme for full-time students and within six semesters of beginning the programme for part-time students. Students opting not to do the Research paper are required to do an additional two Research Methods courses offered through the School of Education at the University of the West Indies.

- f. A pass mark of 50% or above in each course and the research paper is required for the award of the degree.
- g. Courses will normally meet for 45 contact hours in a semester.
- h. All candidates are required to participate actively in postgraduate seminars.
- i. Candidates who fail two or more courses in one academic year shall be required to withdraw.

3. Areas of Study

The areas from which a student may choose a specialization are:

- A. Biblical Studies
- B. Historical and Ecumenical Studies
- C. Theological Studies (Philosophy and Ethics)
- D. Pastoral Studies

4. Policy on Qualifying Courses

Candidates for the MA Theology programme who have a Bachelor's degree in a field other than theology will normally be required to complete 8 courses in UTCWI's undergraduate programme in order to qualify for admission to the MA programme itself.

Students who have a BA in theology from another accredited institution will normally be required to complete 4 courses in UTCWI's undergraduate programme in order to qualify for admission to the MA programme itself.

In the case of students with an undergraduate degree in theology from another institution other than UWI/UTCWI, the Graduate Studies Committee will recommend specific courses based on the student's background and interests.

In accordance with UWI policy, students must earn at least a 'B' grade, in each qualifying course in order to enter the MA Theology programme. Students must pass each course at the first attempt.

For reference and further details, please consult the *Regulations for Graduate Diplomas and Degrees*, University of the West Indies, Section 1, General Regulations, #65-68.

RESEARCH DEGREE: MASTER OF PHILOSOPHY

1. Candidates for admission to the MPhil programme in theology must have attained a BA Theology degree with at least Upper Second Class Honours, or an equivalent degree from an approved institution.
2. Candidates who possess a degree that is not in theology may be allowed to do qualifying courses in theology as a means of gaining admission (see the regulations on qualifying courses above, in section 4 under the Taught Masters).
3. A candidate who is registered for the MA degree may apply after a period of one semester for transfer of registration to the MPhil, subject to the approval of the Department.
4. Candidates for the MPhil degree will specify when applying which area of study will be her or his focus. The areas of study are: Bible (Old Testament or New Testament); Historical and Ecumenical Studies; Theology, (Philosophy and Ethics) Pastoral Studies (Religious Education, Christian Worship, Spirituality, or Pastoral Care and Counselling).

5. Candidates who are focusing on the Bible will normally be required to have completed two semesters of Hebrew (for Old Testament) or Greek (for New Testament). Students who have not completed these language requirements before entering the MPhil programme may be allowed to do them concurrently with their MPhil coursework.
6. Students in the MPhil programme will be required to complete nine credits of coursework (a one-semester course counts for three credits). In addition, the student will be required to do a research methods course, preferably Research Methods in theology. The Department may require a student to do specific courses in the chosen area of research.
7. The major component of the MPhil is the writing of an extensive research thesis (40,000 – 50,000 words), working with a Supervisor and Committee of Advisors. Students are required to meet with their Supervisors at least once per month.
8. All students are required to make at least two presentations to the departmental seminar, one by the end of the first year of research and the other when the thesis is about to be written. Students are also required to attend a minimum of half of scheduled departmental seminars each year.
9. MPhil students may register for full-time or part-time studies. Any student who spends an average of twelve or more hours a week in paid employment must register for part-time studies.
10. The time limitation for completion of the programme for a full-time MPhil student is a minimum of two years and a maximum of three years. For a part-time student the maximum is five years.
11. Students admitted to the MPhil programme in theology must pay their tuition fees at UTCWI and their affiliation fees at UWI.

RESEARCH DEGREE: DOCTOR OF PHILOSOPHY

1. Candidates for this programme are carefully selected and admitted on the basis of academic strength, a high sense of purpose, and maturity.
2. The PhD thesis should be approximately 80,000 words in length. It must be judged to be the result of original research, to be a contribution to knowledge, and to be worthy of publication. The award of a PhD degree also requires that a candidate defend his or her thesis at a public oral examination.
3. The normal path to the PhD is to register for the MPhil in the first instance. A candidate who is registered for the MPhil degree may apply at the end of the first year, or within three years, for entrance into the PhD programme. In the case of part-time students the application must be within five years. **Applicants must have completed all Departmental coursework requirements by this time and must defend their proposal to enter PhD work before a faculty assessment committee.** This transfer from the MPhil to the PhD does not require the submission of a separate MPhil thesis.
4. An alternative route to the PhD is that those who have submitted MPhil theses that are judged to be outstanding may be recommended by the University Examiners to have their registration status upgraded to that of the PhD.
5. Others who hold approved graduate degrees (including the MA Theology from UTCWI/UWI) may apply directly for admission to the PhD programme. **In such cases the work for the degree must have included a research component of at least 25% of the total credit rating, and the applicant must have achieved at least a B+ average or its equivalent.** In this case the special departmental requirements listed below in #6 and #7 will apply.
6. To be considered for entrance to the PhD programme in theology, the candidate must demonstrate reading proficiency in one relevant modern language other than English. In addition, where the major focus is in the area of the Bible a competence in Hebrew (for Old Testament concentration) or Greek (for New Testament concentration) must be demonstrated through a departmental examination.
7. Candidates for the PhD are also required to complete one additional course (three credits) related to the topic of research. Candidates will also be required to complete a course or seminar in research methods.

8. The doctoral thesis must meet the approval of a Committee of Advisors to be appointed by the Department. The oral defense of the thesis will be in the presence of this Committee of Advisors. The thesis must also meet the approval of the external examiner/s.
9. The PhD candidate must make a presentation at the Departmental Seminar on his or her research **three times during the length of the programme**. All PhD candidates are required to attend at least half of the Departmental Seminars.
10. PhD students may register for full-time or part-time studies. Any student who spends an average of twelve or more hours a week in paid employment must register for part-time studies.
11. For full-time PhD students the time limitation for completion of the research thesis is a minimum of three years and a maximum of five years. For part-time PhD students the time limitation is a maximum of seven years.
12. Students admitted to the PhD programme in theology must pay their tuition fees at UTCWI and their affiliation fees at UWI.

The above regulations are to be used along with the fuller regulations for Graduate Studies and Research of the University of the West Indies, Mona Campus.

UNITED THEOLOGICAL COLLEGE OF THE WEST INDIES

GRADUATE STUDIES IN THEOLOGY

List of courses in the graduate programme

<u>Subject code & Course number</u>	<u>Short title</u>	<u>Credits</u>	<u>Semester</u>
THEO 6013	Critical Study of the Old Testament	3	1
THEO 6014	Critical Study of the New Testament	3	1
THEO 6015	Biblical Seminar	3	1
THEO 6016	Biblical Hermeneutics	3	2
THEO 6017	Bible and Imperialism	3	1
THEO 6103	Ecumenical Development in the West Indies to 1973	3	1
THEO 6104	History of the Church in the West Indies 1723-1870	3	1
THEO 6105	Mission and Ministry in the Caribbean	3	2
THEO 6106	Judaism: From Ancient Israel to the Contemporary Caribbean	3	1
THEO 6230	Christian Worship and Religious Experience I	3	1
THEO 6231	Christian Worship and Religious Experience II	3	2
THEO 6232	Survey of Religious Education	3	1
THEO 6233	Educational Theories	3	2
THEO 6234	Curriculum Development in Religious Education	3	2
THEO 6235	Theol.Persp. on Personality and Human Dev.	3	1
THEO 6236	Pastoral Care and Counselling I	3	1
THEO 6237	Pastoral Care and Counselling II	3	2
THEO 6238	Personality in Pastoral Care and Counselling	3	1

THEO 6239	Cross-Cultural Psychology and Pastoral Counselling	3	2
THEO 6320	Methodological Issues in Christian Theology	3	1
THEO 6321	Doctrine of God	3	2
THEO 6322	African Religious Influences in the Caribbean I	3	1
THEO 6323	African Religious Influences in the Caribbean II	3	2
THEO 6324	Contemporary Trends in Christian Theology	3	1
THEO 6325	Christian Theology in the Caribbean	3	2
THEO 6326	Religion and Society	3	2
THEO 6330	The Catholic Theological Tradition (SMTTC)	3	1
THEO 6331	Contemporary Theories of Justice and Christian Ethics	3	2
THEO 6332	Contextual Theologies	3	2
THEO 6400	Independent Reading Course in Theology	3	2
THEO 6500	Research Methods in Theology	3	1/2
THEO 6990	MA Theology Research Paper	6	
RETH 9001	MPhil and PhD thesis		
GRSM 6101	MPhil Research Seminar 1		
GRSM 6102	MPhil Research Seminar 2		
GRSM 9101	PhD Research Seminar 1		
GRSM 9102	PhD Research Seminar 2		
GRSM 9103	PhD Research Seminar 3		

Notes:

There are no prerequisites for any of the courses.

The second digit in the course number indicates the sub-area within theology, following the pattern of all theology courses:

0 = Biblical Studies

1 = Historical Studies
2 = Pastoral Studies
3 = Theological Studies

**LIST OF COURSES IN THE PROGRAMME, WITH COURSE
DESCRIPTIONS**

COURSE: The Critical Study of the Old Testament

CODE: THEO 6013

DESCRIPTION: The aim of this course is to introduce students to the history of scholarship, methods, and major historical and literary issues in the study of the Old Testament, at a greater depth than at the undergraduate level. The main areas to be covered are: approaches to Pentateuchal criticism; apocalyptic writings; critical issues in the study of the prophets; the Deuteronomic history; the contribution of archaeology to Old Testament studies; the Psalms and Wisdom literature; the history and significance of the canon; textual history and criticism. Attention will also be given to the cultural and hermeneutical presuppositions underlying the use of various methods of biblical interpretation. This course is required of all MA students who specialize in the Old Testament.

COURSE: The Critical Study of the New Testament

CODE: THEO 6014

DESCRIPTION: The aim of this course is to introduce students to the history of scholarship, methods, and major historical and literary issues in the study of the New Testament, at a greater depth than at the undergraduate level. The main areas to be covered are: approaches to the Synoptic Gospels; critical issues in the Johannine literature; critical issues in the New Testament letters; approaches to the historical Jesus; the history and significance of the canon; textual history and criticism. Attention will also be given to the cultural and hermeneutical presuppositions underlying the use of various methods of Biblical interpretation. This course is required of all MA students who specialize in the New Testament.

COURSE: Biblical Seminar

CODE: THEO 6015

DESCRIPTION: This course will focus on a different topic each time it is offered, chosen by the lecturer (taking into consideration student interests), with the approval of the department. It may be on a selected New Testament or Old Testament document or portion, or on a theme or issue. It may also be offered as a joint Old Testament/New Testament seminar, if the topic bridges both testaments in some way. The course will be structured around assigned readings or textual investigations to be discussed in class sessions and around student papers delivered and discussed in class sessions.

COURSE: Biblical Hermeneutics

CODE: THEO 6016

DESCRIPTION: This course will explore various philosophical, cultural, and theological perspectives on the interpretation of the Bible. A case study approach will encourage students to critique a variety of hermeneutical approaches and to develop their own understanding of the task of finding meaning in Biblical texts. Special attention will be given to developing an appropriate hermeneutic for churches in the Caribbean and similar contexts. This course will count toward either an Old Testament or a New Testament specialization.

COURSE Bible and Imperialism

COURSE CODE: THEO 6017

DESCRIPTION: The Bible developed against the background of Empires with various viewpoints. Some texts seek to resist imperial rule while others make accommodation. The course describes the ways in which imperial interests are both embedded in and critiqued by biblical texts and the socio-religio-political impact of empires on their composition

COURSE: Ecumenical Development in the West Indies to 1973

CODE: THEO 6103

DESCRIPTION: This course will undertake an examination of inherited divisions—a legacy of the varied forms of Christianity introduced into the Caribbean. Consideration will be given to the introduction of new groups from North America and the unhealthy competitiveness which continues to be encouraged. The origin and development of the ecumenical movement in the West Indies up to the formation of the Caribbean Conference of Churches in 1973 will

be reviewed. Consideration will also be given to the effects of continued divisiveness on the movement.

COURSE: The History of the Church in the West Indies 1723-1834

CODE: THEO 6104

DESCRIPTION: This course constitutes an in depth study of the history of the church in the Caribbean during the specified period. It demands a detailed, critical and analytical examination of the presuppositions and actions of the church in the light of the political, social and cultural context of its location. The study is undertaken on the assumption that the Christian faith ought to be a liberating, humanizing and empowering salvific force in human experience, and, consequently, that understanding will serve as an analytical tool in this critical enterprise. This approach, however, will not undermine the ability to appreciate the presuppositions, thinking and action of the agents of the church in their context.

COURSE: Mission and Ministry in the Caribbean

CODE: THEO 6105

DESCRIPTION: This course examines, in depth, the mission of the church in the Caribbean in the light of post-emancipation developments. It will make a detailed, critical and analytical examination of the presuppositions and actions of the church in light of the political, social and cultural context of its location.

COURSE: Judaism: From Ancient Israel to the Contemporary Caribbean

CODE: THEO 6106

DESCRIPTION: This course is designed to introduce the student to the discourse on what constitutes Judaism. Not easy to define, Jewish identity encapsulates both religious and ethnic elements. The course will describe the development of the Jewish religion and discuss how it rejected polytheism and gradually refined its definition of monotheism. The course will provide the student with the understanding necessary to place the history of the Jewish religion in a broader historical context, particularly important for students raised in an intellectual environment in which Christianity was studied in isolation from its Jewish roots and Jewish influences. The course will help the student to understand the essential

intellectual challenges of modern Judaism and how the different Jewish denominations respond to those theological as well sociological issues. Finally, the course will lead students to a contextual and critical understanding of the history of Jewish communities in the Caribbean, especially Jamaica, and of the issues they face today.

COURSE: Christian Worship and Religious Experience I

CODE: THEO 6230

DESCRIPTION: A study of the history, theology, practice and meaning of Christian worship focusing on the Scriptures of Old and New Testaments and on extra-Scriptural sources. Special attention will be given to the development of worship in the early church and how such was affected by theological movements of the time. The development of Christian worship—Protestant, Reformed, Catholic, and Pentecostal—up to the present will be surveyed.

COURSE: Christian Worship and Religious Experience II

CODE: THEO 6231

DESCRIPTION: This course is a continuation of the study of the history, theology, practice and meaning of Christian worship. In this course special attention will be given to the theology and practice of worship in the contemporary church, especially in the churches of the Caribbean region.

COURSE: Survey of Religious Education

CODE: THEO 6232

DESCRIPTION: The purpose of this course is to enable the students to use biblical, theological and educational perspectives in reviewing, practicing and evaluating religious education. The educational ministry will be explored to provide the specialist with a foundation for developing effective programmes in religious education. Historical patterns of religious education, faith development, administration, teaching methodology, the context of the local church, as well as new models for education will be studied.

COURSE: Educational Theories

CODE: THEO 6233

DESCRIPTION: In this course primary attention will be given to creating and critiquing educational theories in conversation with theological, psychological, sociological and educational disciplines.

COURSE: Curriculum Development in Religious Education

CODE: THEO 6234

DESCRIPTION: The focus in this course will be on evaluation, selection, and examination of curriculum resources for the church and the day school. Context will be provided by an exploration of the history, curriculum development, elements of design, current issues and trends, and the roles of the church and educational bodies.

COURSE: Theological Perspectives on Personality and Human Development

CODE: THEO 6235

DESCRIPTION: This course seeks to examine contemporary personality theories with a view to assessing their relevance for pastoral counselling. It also seeks to explore various approaches to pastoral counselling in the light of biblical, theological, and psychological concerns.

COURSE: Pastoral Care and Counselling I

CODE: THEO 6236

DESCRIPTION: The subject of Counselling belongs to the wider field of Applied Psychology concerned with human relations, human adjustment and the fostering of optimal personal growth and development. In Pastoral Counselling clergypersons and lay leaders seek to utilize theological and psychological insights as well as psychotherapeutic methods to facilitate the healing and growth of individual persons and groups. As an integral and broader dimension of ministerial function, the various forms and types of pastoral care will receive due study and analysis in this course. This course is part of a degree programme that is primarily academic in focus. The course requires mastery of the theoretical foundations of pastoral care and counselling and demonstration of competence in select counselling skills through performance in practicum assignments. However, this course should not be understood to provide adequate qualification for a professional counselling position. This course is the first part of a two-course sequence.

COURSE: Pastoral Care and Counselling II

CODE: THEO 6237

DESCRIPTION: The subject of Counselling belongs to the wider field of Applied Psychology concerned with human relations, human adjustment and the fostering of optimal personal growth and development. In Pastoral Counselling clergypersons and lay leaders seek to utilize theological and psychological insights as well as psychotherapeutic methods to facilitate the healing and growth of individual persons and groups. As an integral and broader dimension of ministerial function, the various forms and types of pastoral care will receive due study and analysis in this course. This course is part of a degree programme that is primarily academic in focus. The course requires mastery of the theoretical foundations of pastoral care and counselling and demonstration of competence in select counselling skills through performance in practicum assignments. However, this course should not be understood to provide adequate qualification for a professional counselling position. This course is the second part of a two-course sequence.

COURSE: Personality in Pastoral Care and Counselling

CODE: THEO 6238 (St. Michael's Theological College Course)

DESCRIPTION: Several of the popular theories of personality development will be reviewed with regard to their theoretical concepts, philosophical assumptions, cross-cultural relevance, and implications for pastoral care and counselling. Special emphasis will be placed on critically examining the theories for their applicability to the Jamaican pastoral care setting.

COURSE: Cross-Cultural Psychology and Pastoral Counselling

CODE: THEO 6239 (St. Michael's Theological College Course)

DESCRIPTION: This course provides an opportunity for students to consider how culture shapes human development and behavior. Special focus will be given to the Caribbean context and to pastoral counselling in the Caribbean.

COURSE: Methodological Issues in Christian Theology

CODE: THEO 6320

DESCRIPTION: The aim is to enable the students to define theology, Christian theology, methods in theology, and methodology of theology, and to identify the importance of the formative factors in Christian theology, namely revelation, scripture, tradition, experience, culture, reason, and religion. A survey of the methodological issues in and the methodological concerns of patristic theology, medieval theology, Reformation theology, contemporary theology, and Caribbean

theology will be undertaken for formulating the methodological concerns from a systematic-constructive-contextual-liberation perspective.

COURSE: Doctrine of God

CODE: THEO 6321

DESCRIPTION: The aim is to enable the students to have a comprehensive and critical understanding of the complex Christian doctrine of God and an informed understanding of the similar but conflicting doctrines of the other religious traditions. A survey will be undertaken of the major trends in the Christian doctrine of God emerging from the Bible, and from the patristic, the medieval, the Reformation, and the contemporary (including the Caribbean) explorations. The goal will be formulating a Christian doctrine/concept of God from a systematic-constructive-contextual-liberation perspective. The traditional arguments for the existence of God, the classical attributes of God, and the distinctive Christian emphases will be discussed. The course will explore the idea that the doctrine/concept of God is a human construct for functioning as a principle of life-orientation, life-fulfillment and relativization.

COURSE: African Religious Influences in the Caribbean I

CODE: THEO 6322

DESCRIPTION: This course will investigate the African influenced religious expressions in the Caribbean. It will examine the nature of African Traditional Religion, paying particular attention to its historical emergence within the region and to the characteristics that are now in evidence. The underlying focus will be theological. In this first of two courses the focus will be on Africa with a view to appreciating the base of African culture in the Caribbean.

COURSE: African Religious Influences in the Caribbean II

CODE: THEO 6323

DESCRIPTION: This course will investigate the African influenced religious expressions in the Caribbean. It will examine the nature of African Traditional Religion, paying particular attention to its historical emergence within the region and to the characteristics that are now in evidence. The underlying focus will be theological. In this second of two courses the focus will be on the Caribbean religious reality that emerged from African and African culture in the region.

COURSE: Contemporary Trends in Christian Theology

CODE: THEO 6324

DESCRIPTION: The conservative interpretation of the ferment in contemporary theology is that it is in disarray. This course examines the chronological development of theology since the closing of the modern period and its impact on postmodern society, in search of cohesiveness in contemporary theological trends.

COURSE: Christian Theology in the Caribbean

CODE: THEO 6325

DESCRIPTION: This course examines the factors and perspectives contributing to the development of Caribbean theology and the formation of its content. The course assumes that there is an authentic consortium of theological ideas peculiar to the Caribbean context and worthy of the designation “Caribbean Theology.”

COURSE: Religion and Society

CODE: THEO 6326

DESCRIPTION: A study of the interaction between religious beliefs and affiliations and the attitudes and behaviours of religious individuals and groups in relation to social institutions, world views, and societal change.

COURSE: The Catholic Theological Tradition

CODE: THEO 6330 (St. Michael's Theological College Course)

DESCRIPTION: The course surveys the development of Catholic theology from the primitive Church of the New Testament to the 21st century. As a consequence of this survey, we will look at the influence of Scripture and Tradition on theology, the impact of philosophical thoughts, the way contextual reality shapes theology, prevailing theological methods and divisions of theology.

COURSE: Contemporary Theories of Justice and Christian Ethics

CODE: THEO 6331 (St. Michael's Theological College Course)

DESCRIPTION: This course presents an in-depth exploration of contemporary philosophical debates about justice, especially the contribution made by religiously-grounded notions of justice. Special attention will be paid to the relationship between justice and the notion of equality, especially in light of the work of Jamaica's Michael Manley and the Catholic Bishops of the Caribbean, the Antilles Episcopal Conference. The ways in which particular issues of justice such as race, class, gender, and sexual orientation have played themselves out in the

Caribbean region will be taken account of in formulating a theory of justice for the region.

COURSE: Contextual Theologies

CODE: THEO 6332 (St. Michael's Theological College Course)

DESCRIPTION: This course aims at exploring the imperative of Contextual Theology as a contemporary focus. It will discuss the major paradigm shifts in the philosophical and socio-cultural trends that undergird the present focus on Contextual Theology. It will examine the fundamental theological issues of method, basic orientation, criteria of orthodoxy and the relationship to cultural identity, popular religiosity, social change and gender that are involved in various approaches used in the doing of contextual theology. It will determine the adequacy of four examples of contextual theology in terms of the specific approaches employed by each in relationship to its genesis and development, method and the reinterpretation of some major Christian symbols. This will be done in order to determine their specific contribution to furthering the advancement of the theological enterprise, especially in the Caribbean region.

COURSE: Independent Reading Course in Theology

CODE: THEO 6400

DESCRIPTION: This course leads the student into engagement with primary and secondary readings covering a selected topic in theological studies. The course will enable the student to explore a topic in some depth, beyond the introductory level. Through oral discussion with the course supervisor and written work based on these readings the student will acquire a working knowledge of the subject matter, an ability to synthesize the material, and skill in critical analysis of the sources and other interpretations of them. The specific readings for the course will vary according to the topic selected.

COURSE: Research Methods in Theology

COURSE CODE: THEO 6500

DESCRIPTION: This course employs an interdisciplinary approach to theological studies and research utilizing the methodologies generally associated with the academic study of religion. It will also acknowledge and emphasize, where necessary, the strong interaction of theology with the social sciences and humanities. The programme's distinctive practice of integrating methodologies prepares students to work within the web of sub disciplines in theology namely; Textual , historical, philosophical and practical theology. Using this integrative methodological approach, graduates are able to do theology that is rooted in

discovering, analyzing, understanding, and proposing creative transformations in their current religious context, especially as found in the practices/praxis that reflect the Caribbean. This course will present the various steps that are (to be) taken in conducting research

COURSE: MA Theology Research Paper

CODE: THEO 6990

CREDITS: 6

DESCRIPTION: The Research Paper may be on any topic related to religion, theology, or religious practice, provided that adequate supervision can be provided. The paper should be between 15,000 to 20,000 words in length. A Research Paper is expected to demonstrate 1) independent, wide ranging reading in the subject area; 2) reasonably in-depth analysis of the relevant literature; 3) familiarity with research methods as appropriate to the discipline and topic. It is not expected that the student must make a contribution to knowledge, but he or she should show a clear understanding of the topic being investigated and its application.

Course offerings for 2016 -2017

Semester I

THEO 6015 Biblical Seminar

THEO 6107 The Bible and Imperialism (Thomas/Taylor)

THEO 6230 Christian Worship and Religious Experience I

THEO 6236 Pastoral Care and Counselling I (Hazle)

THEO 6320 Methodological Issues in Christian Theology

THEO 6500 Research Methods in Theology (Redway)

THEO 6990 MA Theology Research Paper

RETH 9001 Humanities MPhil and PhD Thesis

Semester II

THEO 6016 Biblical Hermeneutics

THEO 6231 Christian Worship and Religious Experience II

THEO 6237 Pastoral Care and Counselling II

THEO 6321 Doctrine of God

THEO6323 African Religious Influences in the Caribbean

THEO 6325 Christian Theology in the Caribbean

THEO6400 Independent Reading Course in Theology
Designated Supervisor

THEO 6990 MA Theology Research Paper

RETH9001 Humanities MPhil and PhD Thesis

Policies Concerning Qualifying Students: 2015-2016 academic year

Candidates for the MA or MPhil Theology programme who have a Bachelor's degree in a field other than theology will normally be required to complete 8 courses in UTCWI's undergraduate programme in order to qualify for admission to the MA or MPhil programme itself.

Students who have a BA in theology from another accredited institution will normally be required to complete 4 courses in UTCWI's undergraduate programme in order to qualify for admission to the MA programme itself.

The Graduate Studies Committee will provide a list of recommended courses for qualifying students for each academic year. Students may substitute other courses, with the permission of the Graduate Studies Committee.

Assessment

Qualifying students are considered to be graduate level students. Although UTC uses undergraduate courses as qualifying courses, the assessment of students by lecturers should be at a graduate student level.

In accordance with UWI policy, students must earn at least 50%, a 'B' grade, in each qualifying course in order to enter the MA Theology programme.

Qualifying students must pass both the coursework and the exam with at least 50%. Otherwise, even if the total mark is above 50, the student is considered to have failed the course.

Students must pass each course at the first attempt.

The grading scale for graduate students, including qualifying students, is as follows:

90-100	A+
80-89	A
75-79	A-
70-74	B+
65-69	B
60-64	B-

55-59	C+
50-54	C
45-49	F1
40-44	F2
0-39	F3
49% and below	F

Prerequisites

Student should choose qualifying courses bearing in mind their area of concentration. The areas of concentration are Biblical Studies, Historical and Ecumenical Studies, Theological Studies and Pastoral Studies.

For reference and further details, please consult the *Regulations for Graduate Diplomas and Degrees*, University of the West Indies, Section 1, General Regulations, #65-68.

Registration

Qualifying students should consult with the Coordinator of Graduate Studies for guidance in selecting courses. The UTC registration form should then be completed and signed by the Coordinator.

Once the student's courses have been selected and approved by the Coordinator, then the student should immediately complete the online registration with the University of the West Indies.

In some cases a student will be blocked from registering for a course because the stated prerequisites have not been met. Please bring these to the attention of the Coordinator or Dean, so the Dean can grant the necessary waivers of prerequisites.

Costs and payments

In order to register with UWI, qualifying students must pay the annual UWI administrative fee for theology students and the miscellaneous fees. For the 2014-2015 academic year the total of these fees is J\$65,033.00. This must be paid to the University.

The tuition for qualifying courses is J\$250,000 for 8 courses, and J\$125,000 for 4 courses. The total tuition fee should be spread across the semesters in which the courses are done. This tuition fee is to be paid directly to UTCWI.

TUITION FEES TO BE PAID TO THE UNITED THEOLOGICAL COLLEGE

All payments are due at the beginning of the academic year. Students may submit in writing a payment plan to the UTCWI accounting office. This must be approved and signed by the accountant and the programme coordinator.

No students will be allowed to sit exams or submit a research paper or thesis unless all payments have been made.

No refunds will be made to students asked to withdraw.

Qualifying courses J\$250,000 for 8 courses; J\$125,000 for 4 courses

MA programme fee J\$600,000

MPhil/PhD programme fee J\$600,000

PhD upgrade application fee J\$100,000

Annual continuation fee J\$50,000

Note: Students pay this continuation fee up to and including the academic year during which they submit their Research Paper or Thesis. They no longer pay this fee in subsequent years as they wait for results or make corrections.

Note: Students who matriculate directly into the PhD still must pay the upgrade application fee, since they still go through the process of language exams and proposal defense.

UWI FEES, TO BE PAID TO UWI

UTCWI graduate students pay a special administrative fee to UWI. In addition, all UWI graduate students pay a set of miscellaneous fees. These must be paid to UWI in order to register.

The fees for 2014-2015 are as follows:

Special administrative fee for theology students:	J\$50,433.00
Miscellaneous fees for all UWI graduate students:	J\$14,600.00

Total to be paid for the year to UWI:	J\$65,033.00
Application for the submission of thesis or research paper:	
MA - \$1,500.00	MPhil - \$2,000.00
	PhD - \$3,000.00

I.D. card: \$500.00

Students who have submitted their Research Paper or Thesis and are waiting for results or making corrections must continue to register each year. These students do not pay the full administrative or miscellaneous fees. Instead, the fee for such students to register is \$2,000.00.

Courses for students who are required to do qualifying work in theology

Students who must do 8 qualifying courses are to choose from the following:

		<u>Semesters</u>
<u>Biblical Studies</u>		
THEO 1004	Geographical and Cultural World of the Bible	1
THEO 1010	Introduction to New Testament Greek	1
THEO 1011	New Testament Greek Reading	2
THEO 2011	Biblical Text in Greek	2
THEO 2004	Foundations of Biblical Hebrew	1
THEO 2007	Pauline Epistles	2
THEO 2001	The Pentateuch	1
<u>Theological Studies</u>		
THEO 1304	Foundations in Systematic Theology	2
THEO 2310	Perspectives in Christology	1
THEO 2316	Christian Social Ethics	2
THEO 2319	Christian Ethical Principles	1
THEO 1401	Introduction to the Study of Religion	1
THEO 2404	Comparative Religion	2
<u>Historical and Ecumenical Studies</u>		
THEO 1103	History of the Church from Pentecost to Charlemagne	1
THEO 2113	History of the Reformation	1
THEO 2111	Caribbean Church History	2
<u>Pastoral Studies</u>		
THEO 1204	Introduction to Ministry	1
THEO 1208	Introduction to Worship	2
THEO 2216	Pastoral Care in the Caribbean	2
THEO 2227	Congregation in Community	2

Students who must do 4 qualifying courses are able to choose courses from levels 2 and 3 consistent with their area of concentration.

SCHEDULE FOR THE 2016-2017 ACADEMIC YEAR

Monday, September 12, 12:00 p.m.	Graduate Studies Committee Meeting
Friday, September 16, 4:00 pm	Orientation/Meeting Returning students
Thursday, October 6, 4:00 p.m.	Graduate Seminar – MPhil/PhD Gary Gardiner
Thursday, October 20, 4:00 p.m.	Graduate Seminar – MPhil/PhD
Thursday, October 27, 4:00 p.m.	Graduate Seminar – MPhil/PhD
Wednesday, October 26, 2:00 p.m.	Graduate Studies Committee Meeting
Thursday, November 10 4:00 p.m.	Graduate Seminar – MPhil/PhD
Thursday, November 17, 6:00 p.m.	Lewin Williams Lecture
Thursday, November 24, 4 :00 p.m.	Graduate Seminar – MPhil/PhD
Wednesday November 23, 2:00 p.m.	Graduate Studies Committee Meeting
Thursday, December 1, 4:00 p.m.	Graduate Seminar – MPhil/PhD
Monday – Friday, December 12-21	Graduate theology course examinations
Wednesday , January 25, 2:00 p.m.	Graduate Studies Committee Meetings
Thursday, February 9, 4:00 p.m.	Graduate Seminar – Mphil/PhD
Thursday, February 16, 4:00 p.m.	Graduate Seminar – MPhil/PhD
Wednesday, February 22, 2:00 p.m	Graduate Studies Committee Meeting
Thursday, March 16, 4:00 p.m.	Graduate Seminar – Mphil/Phd
Thursday, April 20, 4:00 p.m.	Graduate Seminar – MPhil/PhD
Wednesday, April 26, 2:00 p.m.	Graduate Studies Committee Meeting
Thursday, May 11, 4:00 p.m.	Graduate Seminar - MPhil
Friday, May 31, 9:00 a.m..	Graduate Studies Committee Meeting

**UNITED THEOLOGICAL COLLEGE OF THE WEST INDIES
UNIVERSITY OF THE WEST INDIES**

GRADUATE PROGRAMME IN THEOLOGY

OUTLINE OF PROCEDURES

TAUGHT MASTERS (MA)

INTRODUCTION

This outline of the procedures for the Taught Masters (MA) in theology is drawn from three principal official publications of the School for Graduate Studies and Research of the University of the West Indies: *Regulations for Graduate Diplomas and Degrees* (2001), *Manual of Procedures for Graduate Diplomas and Degrees* (2005), and *Graduate Studies Guide for Students and Supervisors* (n.d.). All students should obtain a copy of these booklets and use them for additional information and reference. The UWI booklets are to be regarded as the official regulations governing the programme; nothing in the outline that follows should be taken to supersede or contradict the published UWI regulations.

ADMISSION

For admissions regulations see the Graduate Studies in Theology regulations for the Taught Masters (available at the UTC Graduate Studies office).

Applications for admissions to the MA programme in theology are done online through the UWI website.

The applicant is responsible for supplying to the Graduate Studies office at UWI the required documents. Applications will not be considered until all the required documents have been submitted. The crucial documents to submit are:

Birth certificate (if the applicant is not a graduate of UWI)

Transcript(s) from non-UWI tertiary institutions

Two letters of reference (on forms provided by UWI)

QUALIFYING COURSES

Some persons will be required to do undergraduate theology courses at UTCWI in order to qualify for admission to the MA programme. Please see the separate policy statement in this Handbook.

REGISTRATION

All graduate theology students must register with UWI each year throughout their time in the programme. Registration is done online. The deadline for registration is usually by the end of the first week in September. Students who register late will pay a penalty. Failure to register will result in suspension from the programme. Students normally register in September for the full academic year. There is an add/drop period in January, when registration can be changed without penalty.

At the time of registration candidates must sign a declaration permitting access in the UWI and UTCWI libraries to the student's Research Paper

Once a student is registered, please inform the Coordinator's office at UTC.

PAYMENT OF TUITION AND FEES

Students pay an annual affiliation fee (plus other miscellaneous fees) to UWI. This must be paid in order to register.

Tuition payments are to be made directly to UTCWI. These are due in full at the beginning of the academic year, but a payment plan may be worked out with the

college financial officer. A schedule of the tuition amounts will be published each year.

Students will be blocked from exams or the submission of Research Papers if tuition is owed. No student will be allowed to graduate until all tuition payments are made.

COURSES

Those who are accepted into the MA programme will proceed immediately to begin their courses. Thirty six credits are required. Full-time students will do fifteen credits for each semester in one academic year. Part-time students will spread the thirty six credits over four semesters in two academic years.

Of the thirty six credits, at least s eighteen credits should be in subjects related to the provisional intended topic of the student's Research Paper. Up to six credits s may be taken in other UWI departments, with the permission of those departments. Course selection should be done in consultation with the Coordinator.

The minimum pass mark in graduate courses is 50%. Both the coursework and exam marks must be above 50%.

If a student receives below 50% on either the coursework or the exam, he or she can do a resit. Normally this means that the student will register for the same course when it is offered again in the following year. The student is required to do only the portion (coursework or exam) that was below 50%. The student may sit in the class sessions but is not required to do so.

Students are allowed to do only one resit.

FAILURES AND INVOLUNTARY WITHDRAWAL

Students who fail two courses will be required to withdraw

If a student is required to withdraw, he or she must wait for two years to make a new application for re-entry into the programme.

FULL-TIME AND PART-TIME STUDENTS

Full-time students should not have a job that entails working more than 12 hours per week outside of their studies. If a student is working more than 12 hours, he or she must register as a part-time student.

DURATION OF THE PROGRAMME

Full-time students should complete the MA programme (courses and Research Paper) within two years from the date of first registration.

Part-time students should complete the MA programme (courses and Research Paper) within four years from the date of first registration.

Candidates whose time is about to end may apply for an extension of up to one year, stating the reasons for the request and the amount of work left to do.

A student may request a leave of absence. Requests for leave of absence should be made in consultation with the UTC Coordinator. Students can request LOA for one semester or one year. Application can be made for a second year's LOA.

RESIDENCE REQUIREMENTS

Students must be in residence at or near UTCWI in order to complete all their courses in the face-to-face mode. .

Once a student has completed her or his courses, it is possible to continue the programme while residing outside of the Kingston area or Jamaica. In such cases attendance at seminars and one seminar presentation can be done via a Skype connection, to be arranged by special request. However, such students should plan to spend at least a two week period at UTC at some point, in order to make a seminar presentation, consult in person with the Supervisor, and do research in the library.

It is very helpful if students who live outside of Jamaica can arrange to have a friend or family member in Jamaica be their personal agent.

TRANSFER TO THE MPhil PROGRAMME

MA students may, after completing at least one semester of coursework, apply for admission to the MPhil programme.

SEMINARS

All students in the MA programme doing the MA by research project may be required to attend seminars at which MA students make reports on their Research Papers. Each student must attend at least 50% of the MA seminars (usually held once a month during the academic year) in order to get credit for this aspect of the programme.

Each MA student is required to make a presentation at two graduate seminars. The first presentation should come as soon as possible after the completion and approval of the proposal. The second presentation should come as the student nears completion of the Research Paper. The presentations should be about 25-30 minutes in length.

Each MA student is also required to give a prepared response to at least one student's presentation.

Please consult the separate guidelines in this Handbook for these seminar presentations.

THE INITIAL PROPOSAL FOR THE MA RESEARCH PAPER

By the beginning of their final semester of courses students should submit to the Coordinator a one-page initial proposal for the Research Paper. This should include only the tentative title and a paragraph describing the nature of the proposed research. The student may also suggest someone as the Supervisor.

THE FULL PROPOSAL

Based on the one-page initial proposal the Graduate Studies Committee will appoint a Supervisor to work with the student in developing a full proposal. Students will also receive help for this task in one of the workshops.

Please see the separate guidelines in this Handbook for the preparation of this proposal.

The completed proposal should be submitted both to the Supervisor and to the Graduate Studies Coordinator. If the Supervisor approves the proposal, the Graduate Studies Committee will consider it. The Committee may accept it or send it back to the student for revision and resubmission. Once the Supervisor and the Committee approve the proposal, the student can continue working on the Research Paper. There is no oral examination of the MA Research Paper proposal.

WORKING WITH THE SUPERVISOR

Students and Supervisors should agree on a work plan with target dates. They should consult in person or by e-mail at least once a month.

Supervisors are required to submit a progress report on each student at the end of each semester.

The student should submit to the Supervisor a complete final draft of the Research Paper. **Only after the Supervisor approves this final draft should the student prepare and submit the final version.**

LENGTH OF THE RESEARCH PAPER

The Research Paper for the MA degree in theology should be not less than 15,000 words and not more than 20,000 words (between 60-75 pages), exclusive of notes, bibliography, and appendices.

EXPECTATIONS OF AN MA RESEARCH PAPER

The MA Research Paper in theology should demonstrate:

- Independent, wide ranging reading in the subject area;
- Reasonably in-depth analysis of the relevant literature;
- Familiarity with research methods as appropriate to the discipline and topic
- It is not expected that the student must make a contribution to knowledge, but he or she should show a clear understanding of the topic being investigated and its application.

STYLE AND FORMAT REQUIREMENTS

In preparing the Research Paper students should follow the *Thesis Guide* published by the UWI School of Graduate Studies and Research. The preferred style within the Faculty of Humanities and Education is APA, but another recognized style may be used, as long as it is used accurately and consistently. Since the Chicago style is often preferred in the theological disciplines, students may find this convenient to use. A list of preferred abbreviations of biblical books and other common theological references is available for student use.

WHEN NEARING COMPLETION OF THE RESEARCH PAPER

The student is responsible to inform the Coordinator of the schedule for completion of the Research Paper (with the agreement of the Supervisor):

- At least 6 months prior to the anticipated date of completion, to schedule a second presentation at the graduate seminar.

- At four months prior to completion, so that the Coordinator can submit to the Graduate Studies Department UTCWI's nominations of Examiners.
- At two months prior to completion, so that the form Application for Examination of Research Paper can be completed and submitted. At this time the student also must pay an examination fee to UWI.

Deadline dates for the submission of the Research Paper are around December 15 for Semester 1, May 12 for Semester 2, and July 30 for the summer. In order to be considered for graduation in November, a student should submit the Research Paper by the previous May.

SUBMISSION REQUIREMENTS

Students are required to submit their Thesis to the “turnitin” software programme to check for plagiarism issues. UWI students are given free access to this service. For details on how to access “turnitin” please go to the Graduate Studies and Research webpage and look under the “Graduate Studies Research Information Portal., or see the information in this Handbook.” ***This is very important, as your work will be checked for plagiarism on turnitin by the University.***

When the Research Paper is ready for submission, the student is responsible to prepare and submit to the Coordinator at UTC three (3) printed copies of the Research Paper, in soft binding. The entire Research Paper should also be submitted on a CD or DVD.

At the same time a Certificate of Completion form should be completed and submitted to the Graduate Studies office at UWI.

Students who have submitted their Research Paper need to stay registered with UWI until the degree is awarded. Students at this stage pay a small fee to UWI rather than the full administrative and miscellaneous fees. There is no continuation fee at UTC for students who have submitted their Research Papers.

EXAMINATION OF THE RESEARCH PAPER

The Coordinator at UTC is responsible to distribute the copies to the three Internal Examiners (one of whom is the Supervisor), once these Examiners have been approved by UWI.

Once they receive the Research Paper, Examiners are expected to return the copy, with their comments and evaluation, within one month. Reports are submitted to the Coordinator at UTC. The final grade assigned will normally be the average of the grades recommended by the Examiners.

MA Research Papers are assigned a percentage and letter grade, according to the following scale:

70 – 100 %	A
60 – 69%	B+
50 – 59%	B
0 – 49%	Fail

Candidates shall not be required to make corrections to Research Papers before the award of a final grade, except in instances where minor corrections would enable a marginal failure (45-49%) to be awarded the minimum passing mark. In such cases the Supervisor and Examiners must all sign off on the completed corrections.

A Research Paper which has been failed by the Examiners will be allowed only one re-submission. This must be within six months of the notification of the failure.

SUBMISSION OF THE FINAL COPY

After being informed that his or her Research Paper has passed, the student submits to the Coordinator at UTC the (corrected) Research Paper. Two copies in hard binding should be submitted (one for the office and one for the library). Also to be submitted at this time is the Declaration Form for the Reproduction of Thesis/Research Paper/Project.

This document approved in September 2010 and slightly revised August 2012

MASTER OF ARTS DEGREE PROGRAMME (TAUGHT MASTERS)

GUIDELINES FOR PREPARING A RESEARCH PAPER PROPOSAL

Introduction

The written proposal for the MA Research Paper is to be prepared in consultation with the student's Supervisor. The length of the proposal should be about 5-10 pages. The proposal should be submitted to the Coordinator, who will submit it to

the Graduate Studies Committee for approval. The student will be informed by the Coordinator whether the proposal was approved, rejected, or needs revision.

Format of the proposal

TITLE

AIM AND FOCUS

What is your research question or focus for interpretation?

What is the thesis that you will explore and attempt to demonstrate in this research project?

PERSONAL AND SITUATIONAL CONTEXT

What are your reasons for undertaking this project?

What personal and social realities and interests will help to inform your approach to this project?

How will this study make an impact on personal, ecclesial, or societal realities that are in need of change? Why is this study important?

Why are you undertaking this study now?

SCHOLARLY CONTEXT

What are the key concepts and ideas that you will explore in this thesis?

What are the key scholarly issues that will be addressed in this thesis?

Give a brief overview of the major scholarly literature or research that will set the context for this research paper.

METHOD(S) OF RESEARCH

Will the research focus (at least partly) on primary texts? If so, what theoretical approaches will be used in the study of these texts?

Will the research focus (at least partly) on an analysis of published information and arguments? If so, how do you intend to gain access to the relevant literature?

Will the research focus (at least partly) on gathering information? If so, how do you intend to gather the information, and what will be your sources?

Will your research focus (at least partly) on the behaviour, knowledge, and opinions of people? If so, what methods will you use? Will they be qualitative or quantitative? How will you learn to use such methods? Are there any ethical issues in the conduct of this research?

OUTLINE OF THE STUDY

What is the tentative structure of your research paper (chapters)?

MANAGEMENT OF TIME

Will you be undertaking this study full time or part time? Do you plan to take any leave or spend time away in order to complete this work?

What is the projected date of completion of this study?

Note: This outline has been adapted from the one given in *The Good Supervisor: Supervising Postgraduate and Undergraduate Research for Doctoral Theses and Dissertations*, by Gina Wisker (Palgrave Macmillan, 2005), 74-76.

This document approved in September 2010

GRADUATE PROGRAMME IN THEOLOGY

MA SEMINAR PRESENTATIONS

Introduction

Students in the Taught Masters (MA) programme are expected to make presentations at two seminars. The first should come soon after the student's proposal has been accepted by the Graduate Studies Committee. The second should come near the time of completion of the research paper.

The student's first seminar presentation

The basis for this presentation is the written proposal (see the separate outline for preparing this proposal). The student will basically read the proposal, perhaps expanding some parts and/or summarizing others, but including all the headings of the proposal. Students may prepare written handouts and/or a PowerPoint presentation, but these need not be extensive.

The Coordinator will select in advance a student to make a brief response to the presentation. This student respondent will receive a copy of the proposal in advance. After this response, other students and lecturers will be given an opportunity to raise questions and make comments.

The main purpose of this first seminar presentation is for the student (and Supervisor) to receive input that may be helpful in guiding and shaping the

preparation of the research paper. Therefore, the student is not primarily defending the proposal, and the student's responses should be mostly to provide further explanation.

The student's second seminar presentation

This presentation gives the student an opportunity to share the results of the project with the wider group. This presentation should have three main parts:

- 1) A reminder of what was proposed. This could take the form of sharing briefly an outline of what was communicated in the first presentation (e.g., a brief summary of each part of the original proposal, in a duplicated outline or PowerPoint presentation.
- 2) A summary of the results. The preference here is that the student give a brief summary of each chapter. Perhaps the introduction and conclusions could be read as well.
- 3) A personal statement on the student's experience, for example, problems encountered, unexpected results, how the research has impacted the student's thinking and life, how this might be shared and used, further plans to pursue the topic.

The presentation will be followed by a time of general comments and questions. These should be focused on the validity of the results and conclusions and the impact and importance of the study.

This document approved in September 2010

GRADUATE PROGRAMME IN THEOLOGY

OUTLINE OF PROCEDURES

MASTER OF PHILOSOPHY DEGREE

INTRODUCTION

This outline of the procedures for the M.Phil. in theology is drawn from three principal official publications of the School for Graduate Studies and Research of the University of the West Indies: *Regulations for Graduate Diplomas and Degrees* (2001), *Manual of Procedures for Graduate Diplomas and Degrees* (2005), and *Graduate Studies Guide for Students and Supervisors* (n.d.). All students should obtain a copy of these booklets and use them for additional information and reference. The UWI booklets are to be regarded as the official regulations governing the programme; nothing in the outline that follows should be taken to supersede or contradict the published UWI regulations.

ADMISSION

For admissions regulations see the Graduate Studies in Theology regulations (available at the UTC Graduate Studies office).

Applications for admission to the MPhil programme in theology are done online through the UWI website.

The applicant is responsible for supplying to the Graduate Studies office at UWI the required documents. Applications will not be considered until all the required documents have been submitted. The crucial documents to submit are:

- Birth certificate (if the applicant is not a graduate of UWI)

- Transcript(s) from non-UWI tertiary institutions

- Two letters of reference (on forms provided by UWI)

Applicants for the M.Phil. degree must state in the application a tentative topic for the Thesis. The Graduate Studies Committee at UTCWI will, with its recommendation for admission, recommend a Supervisor.

QUALIFYING COURSES

Some persons will be required to do undergraduate theology courses at UTCWI in order to qualify for admission to the MPhil programme. Please see the separate policy statement in this Handbook.

REGISTRATION

All graduate theology students must register with UWI each year throughout their time in the programme. Registration is done online. The deadline for registration is usually by the end of the first week in September. Students who register late will pay a penalty. Failure to register will result in suspension from the programme. Students normally register in September for the full academic year. There is an add/drop period in January, when registration can be changed without penalty.

Once a student is registered, please inform the Coordinator's office at UTC.

At the time of registration candidates must sign a declaration permitting access in the UWI and UTCWI libraries to the Thesis.

PAYMENT OF TUITION AND FEES

Students pay an annual affiliation fee (plus other miscellaneous fees) to UWI. This must be paid in order to register.

Tuition payments are to be made directly to UTCWI. These are due in full at the beginning of the academic year, but a payment plan may be worked out with the college financial officer. A schedule of the tuition amounts will be published each year.

Students will be blocked from exams or the submission of Theses if tuition is owed. No student will be allowed to graduate until all tuition payments are made.

COURSES

Those who are accepted into the MPhil programme will proceed immediately to begin their coursework. Three courses are required. Full-time students will do the three courses in one or two semesters in one academic year. Part-time students will do the courses within a period of two or three semesters.

At least two of the three courses should be related to the student's proposed area of research. One course may be taken in other UWI departments, with permission from the department.

MPhil candidates who wish to specialize in Bible will be required to have completed two semesters of Hebrew (for Old Testament) or Greek (for New Testament). Students who have not completed these language requirements before entering the MPhil programme may be allowed to do them concurrently with their MPhil coursework.

The minimum pass mark in graduate courses is 50%. Both the coursework and exam marks must be above 50%.

If a student receives below 50% on either the coursework or the exam, he or she can do a resit. Normally this means that the student will register for the same course when it is offered again in the following year. The student is required to do only the portion (coursework or exam) that was below 50%. The student may sit in the class sessions but is not required to do so.

Students are allowed to do only one resit.

RESEARCH AND WRITING WORKSHOPS

All MPhil and other Graduate students are encouraged to register for at least one Research Methods graduate course offered in the school of education. It is hoped that the new course Research Methods for Graduate Students in Theology will be available in the second semester of the academic year 2014-2015.

In addition the Department will host seminars and workshops focussing on specific areas of research.

FAILURES AND INVOLUNTARY WITHDRAWAL

Students who fail two courses will be required to withdraw.

Students who are required to withdraw can re-apply after a period of two years.

FULL-TIME AND PART-TIME STUDENTS

Full-time students should not have a job that entails working more than 12 hours per week outside of their studies. If a student is working more than 12 hours, he or she must register as a part-time student.

DURATION OF THE PROGRAMME

Full time students should complete the MPhil programme (courses and Thesis) within three years from the date of registration.

Part-time students should complete the MPhil programme (courses and Thesis) within five years from the date of registration.

Candidates whose time is about to end may apply for an extension of up to two years, stating the reasons and how much work remains to be done

Students may apply for a Leave of Absence in consultation with the Coordinator. Students may request a leave for one semester or one academic year. Students may apply for a second year's leave.

RESIDENCE REQUIREMENTS

Candidates for the MPhil who are not graduates of UWI must complete at least one year in residence near UTCWI. All students must complete their courses in the face-to-face mode. The three research and writing workshops should also be completed in the face-to-face mode, although special arrangements can be made to do some of the workshops at a distance, using Skype and/or e-mail.

Once a student has completed her or his courses, it is possible to continue the programme while residing outside of the Kingston area or Jamaica. In such cases attendance at seminars and one seminar presentation can be done via a Skype connection, to be arranged by special request. However, such students should plan to spend at least a one month period at UTC at some point, in order to make a seminar presentation, consult in person with the Supervisor, and do research in the library.

It is very helpful if students who live outside of Jamaica can arrange to have a friend or family member in Jamaica be their personal agent.

APPLICATION TO DO THE PHD

After completing their courses, MPhil students may apply for entry to the PhD. Please see the details about this application process under the PhD procedures in this Handbook.

SEMINARS

All students in the MPhil programme are required to attend seminars at which MPhil and PhD students make reports on their research Theses. Each student must

attend at least 50% of the research degree seminars (usually held once a month during the academic year) in order to get credit for this aspect of the programme.

Each MPhil student is required to make a presentation at two seminars. The first presentation should come as soon as possible after the completion and approval of the proposal.

The student's second seminar presentation should come at or near the completion of the Thesis.

Each MPhil student is also required to give a prepared response to at least one student's presentation.

Please consult the separate guidelines in this Handbook for these seminar presentations.

THE INITIAL PROPOSAL FOR THE MPHIL THESIS

When making application for the MPhil programme students state their intended topic, and the Graduate Studies Committee assigns a Supervisor. This topic should be regarded as provisional. Early in the programme, the student should give to the Coordinator a one-page proposal for the Thesis. This should include only the tentative title and a paragraph describing the nature of the proposed research. The student may also suggest someone as the Supervisor.

The Graduate Studies Committee will then confirm the appointment of the Supervisor. The student will work with this Supervisor to develop a full proposal; students will also receive help in this task in one of the workshops.

The Graduate Studies Committee also appoints an Advisory Committee, usually comprised of two persons in addition to the Supervisor.

THE FULL PROPOSAL

The student then works with the Supervisor to develop a full proposal. Please see the separate guidelines in this Handbook for the preparation of this proposal.

The completed proposal should be submitted both to the Supervisor and to the Graduate Studies Coordinator. If the Supervisor approves the proposal, the Graduate Studies Committee will appoint a special committee to examine the proposal.

The student will then be invited to an oral defense of the proposal before the examining committee. This committee will be chaired by a person who is independent of the process, and the committee will also consist of the Supervisor and the members of the Advisory Committee. This examining committee will meet with the student to examine, discuss, and make suggestions about the Thesis. The committee will decide whether to accept the proposal or to ask the student to do further work on it and present it again. The chair of the examining committee will write a report.

WORKING WITH THE SUPERVISOR AND ADVISORY COMMITTEE

Once the proposal is approved, students and Supervisors should agree on a work plan with target dates. They should consult in person or by e-mail at least once a month. The student may also consult with other members of the Advisory Committee.

Supervisors are required to submit a progress report on each student at the end of each semester. These reports should include an assessment of the student's seminar presentations.

The student should submit to the Supervisor a complete final draft of the Thesis. **Only after the Supervisor approves this final draft should the student prepare and submit the final version.**

LENGTH OF THE MPhil THESIS

The MPhil thesis should be at least 40,000 words and not more than 50,000 words, exclusive of notes, bibliography, and appendices.

EXPECTATIONS OF A THESIS FOR THE MASTER OF PHILOSOPHY DEGREE

The requirements of an MPhil Thesis are:

- It should review the state of knowledge in the topic, making an appropriate critique or interpretation of the subject.
- It should demonstrate the student's ability to undertake independent research and to present the results in a clear, systematic and scholarly form.

- It is expected that the MPhil Thesis will make at least some independent contribution to knowledge or understanding in the subject area.

STYLE AND FORMAT REQUIREMENTS

In preparing the Thesis students should follow the *Thesis Guide* published by the UWI School of Graduate Studies and Research. The preferred style is APA, but another recognized style may be used, if it is used accurately and consistently. Since the Chicago style is often preferred in the theological disciplines, students may find this convenient to use. A list of preferred abbreviations of biblical books and other common theological references is available for student use.

WHEN NEARING COMPLETION OF THE THESIS

The student is responsible to inform the Coordinator of the schedule for completion of the Thesis (with the agreement of the Supervisor):

- At least 6 months prior to the anticipated date of completion, to schedule a second presentation at the graduate seminar.
- At four months prior to completion, so that the Coordinator can submit to the Graduate Studies Department UTCWI's nominations of Examiners.
- At three months prior to completion, so that the form Application for Examination of Thesis can be completed and submitted. At this time the student also must pay an examination fee to UWI.

Deadlines for the submission of the MPhil Thesis are around December 15 for Semester 1, May 12 for Semester 2, and July 30 for the summer. In order to be considered for graduation in November, a student should submit the Research Paper by the previous May.

SUBMISSION REQUIREMENTS

Students are required to submit their Thesis to the "turnitin" software programme to check for plagiarism issues. UWI students are given free access to this service. For details on how to access "turnitin" please go to the Graduate Studies and Research webpage and look under the "Graduate Studies Research Information Portal." *This is very important, as your work will be checked for plagiarism on turnitin by the University.*

When the Thesis is ready for submission, the student is responsible to prepare and submit to the Graduate Studies and Research office four (4) printed copies of the Thesis, in soft binding. The entire Thesis should also be submitted on a CD or DVD.

At the same time a Certificate of Completion form should be completed and submitted to Graduate Studies at UWI.

Students who have submitted their Thesis need to stay registered with UWI until the degree is awarded. Students at this stage pay a small fee to UWI rather than the full administrative and miscellaneous fees. There is no further continuation fee at UTC.

EXAMINATION OF THE MPhil THESIS

Once they receive the Thesis, Examiners are expected to return the copy, with their comments and evaluation, within two months.

An oral defense is not usually required for an MPhil Thesis. But if the Examiners express a need for an oral defense, one will be held. This would be held at UTC and organized by the Coordinator. The Supervisor and Advisory Committee members should be present, as well as other Examiners where possible. All other graduate faculty and students will be invited to attend.

Examiners may require the candidate to make amendments to remove defects in an otherwise adequate Thesis. Such changes shall be made after the oral examination. The candidate has six months to complete the required changes. The corrected Thesis must be signed off on by the Supervisor and Examiners.

SUBMISSION OF THE FINAL COPY

Once the Thesis is approved, the student finally submits the corrected version to the Graduate Studies and Research office-- three hard copies unbound, plus the corrected version of the Thesis on a CD or DVD.

Also to be submitted at this time is the Declaration Form for the Reproduction of Thesis/Research Paper/Project.

The student is requested to submit to UTC two additional unbound copies of the Thesis, to be bound and placed in the library and the graduate studies office at UTC.

This document approved in September 2010 and slightly revised in August 2012.

GRADUATE PROGRAMME IN THEOLOGY

MASTER OF PHILOSOPHY DEGREE PROGRAMME

GUIDELINES FOR PREPARING A THESIS PROPOSAL

Introduction

The written proposal for a Master of Philosophy Thesis is to be prepared in consultation with the student's Supervisor. The proposal should be submitted to the Coordinator at least one month before the student expects to be examined. The Coordinator will copy and distribute the proposal to the members of the special examining committee, and a date will be set for the oral examination of the student's proposal. After the oral examination the committee will recommend either that the proposal is accepted for M.Phil. work, is not accepted, or should be submitted again with revisions.

Format of the proposal

TITLE

AIM AND FOCUS

What is your research question or focus for interpretation?

What is the thesis that you will explore and attempt to demonstrate in this research project?

PERSONAL AND SITUATIONAL CONTEXT

What are your reasons for undertaking this project?

What personal and social realities and interests will help to inform your approach to this project?

What, if any, are the dominating and exploitative influences and interests at work in your local context, and how do these factor into your project?

How will this study make an impact on personal, ecclesial, or societal realities that are in need of change? Why is this study important?

Why are you undertaking this study now?

SCHOLARLY CONTEXT

What are the key concepts and ideas that you will explore in this thesis?

What are the key scholarly issues that will be addressed in this thesis?

Give an overview of the major scholarly literature or research that will set the context for this thesis, both listing the major studies and giving an analysis of what approaches and arguments they offer.

What important contribution to knowledge will this thesis make?

METHOD(S) OF RESEARCH

Will the research focus (at least partly) on primary texts? If so, what theoretical approaches will be used in the study of these texts?

Will the research focus (at least partly) on an analysis of published information and arguments? If so, how do you intend to gain access to the relevant literature?

Will the research focus (at least partly) on gathering information? If so, how do you intend to gather the information, and what will be your sources?

What methods will you use to analyse your data?

Will your research focus (at least partly) on the behaviour, knowledge, and opinions of people? If so, what methods will you use? Will they be qualitative or quantitative? How will you learn to use such methods? Are there any ethical issues in the conduct of this research?

OUTLINE OF THE STUDY

What is the tentative structure of your thesis (major divisions and chapters)?

MANAGEMENT OF TIME

Will you be undertaking this study full time or part time? Do you plan to take any leave or spend time away in order to complete this work?

What is the projected date of completion of this study?

Note: This outline has been adapted from the one given in *The Good Supervisor: Supervising Postgraduate and Undergraduate Research for Doctoral Theses and Dissertations*, by Gina Wisker (Palgrave Macmillan, 2005), 74-76.

This document approved in September 2010

GRADUATE PROGRAMME IN THEOLOGY

RESEARCH DEGREE SEMINAR PRESENTATIONS

Introduction

Students in the M.Phil. programme are expected to make presentations at two seminars. The first should come soon after the student's proposal has been examined and approved. The second should come near the time of completion of the M.Phil. Thesis.

Students in the Ph.D. programme are expected to make presentations at three seminars. The first should come soon after the student's proposal for the Ph.D. has been examined and approved. The second should come after the student has done most of the research. The third should come near the time of completion of the Ph.D. Thesis.

The student's first seminar presentation

The basis for this presentation is the written proposal (see the separate outline for preparing this proposal). The student will read the proposal, perhaps expanding some parts and/or summarizing others, but including all the headings of the proposal. Students may prepare written handouts and/or a PowerPoint presentation, but these need not be extensive.

The Coordinator will select in advance a student to make a brief response to the presentation. This student respondent will receive a copy of the proposal in advance. After this response, other students and lecturers will be given an opportunity to raise questions and make comments.

The main purpose of this first seminar presentation is for the student (and Supervisor) to receive input that may be helpful in guiding and shaping the preparation of the research paper. Therefore, the student is not primarily defending the proposal, and the student's responses should be mostly to provide further explanation.

The Ph.D. student's second seminar presentation

This presentation should focus on the research experience of the student. After briefly reminding the hearers of the topic and scope of the thesis, the presenter should describe the research focus and methodologies used and comment on how these were carried out, especially noting any difficulties encountered and

modifications made. The purpose of this seminar is to share the research experience for the benefit of other researchers, and the discussion should focus primarily on the methodology and implementation of the research.

The student's final seminar presentation

This presentation gives the student an opportunity to share the results of the project with the wider group. This presentation should have three main parts:

- 1) A reminder of what was proposed. This could take the form of sharing briefly an outline of what was communicated in the first presentation (e.g., a brief summary of each part of the original proposal, in a duplicated outline or Powerpoint presentation.
- 2) A summary of the results. The preference here is that the student give a brief summary of each chapter. Perhaps (parts of) the introduction and conclusions could be read as well.
- 3) A personal statement on the student's experience, for example, problems encountered, unexpected results, how the research has impacted the student's thinking and life, how this might be shared and used, further plans to pursue the topic.

The presentation will be followed by a time of general comments and questions. These should be focused on the validity of the results and conclusions and the impact and importance of the study.

This document approved in September 2010

GRADUATE PROGRAMME IN THEOLOGY

OUTLINE OF PROCEDURES

DOCTOR OF PHILOSOPHY DEGREE

INTRODUCTION

This outline of the procedures for the Ph.D. in theology is drawn from three principal official publications of the School for Graduate Studies and Research of the University of the West Indies: *Regulations for Graduate Diplomas and Degrees* (2001), *Manual of Procedures for Graduate Diplomas and Degrees* (2005), and *Graduate Studies Guide for Students and Supervisors* (n.d.). All students should obtain a copy of these booklets and use them for additional information and reference. The UWI booklets are to be regarded as the official regulations governing the programme; nothing in the outline that follows should be taken to supersede or contradict the published UWI regulations.

ADMISSION

All candidates who intend to enter the Ph.D. programme in theology must apply in the first instance to the MPhil degree programme.

Applicants for the Ph.D. who already hold an MPhil degree in theology may apply directly to the Ph.D. In this case the candidate must still go through the same application for upgrade process outlined below in order to be successful within the Ph.D. programme.

Applicants for the M.Phil. or Ph.D. degree must state in the application a tentative topic for the Thesis. The Graduate Studies Committee at UTCWI will, with its recommendation for admission, nominate a Supervisor.

APPLICATION FOR UPGRADE TO THE PH.D.

Students who enter the M.Phil. programme with an intention to do the Ph.D. may request, before beginning courses, a waiver of the course requirement, based on, for example, theology courses done in the UTC MA programme or in a graduate programme elsewhere (in this latter case, the student must present a transcript of the courses completed). The Graduate Studies Committee will consider such requests on a case by case basis, and may ask the student to come to an interview. If the waiver is granted, the student can proceed immediately to work on the language requirements and thesis proposal.

Students who intend to apply for the Ph.D. should do so soon after the completion of their coursework for the MPhil (that is, after one year in the programme). Requests for an upgrade cannot be made after the student has been in the programme for more than 3 years. The first step is to write to the Coordinator at UTC expressing the intention to apply for the Ph.D.

The Graduate Studies Committee will look at this request. Based on the student's performance in the courses, the Committee will make a provisional acceptance or inform the student that he or she will have to continue pursuing the M.Phil.

If the Committee gives its provisional acceptance of the candidate for the Ph.D., then the candidate must do the following before full acceptance into Ph.D. status:

- Pass an examination set by UTC in a modern language (normally Spanish, French, or German; but another modern language can be offered if it is relevant to the student's research). Students should inform the Coordinator about which language and when the test is to be taken. Texts will be given to the candidate to prepare for the exam. It is the student's responsibility to find the means to study the language.
- If the student's research is to be in the Bible area, then a Greek or Hebrew exam must be passed. The student is responsible to gain the necessary instruction (it is possible to take UTC undergraduate biblical language courses). A list of texts to prepare will be given to the candidate, once the Coordinator is informed of when the student intends to do the exam.
- Prepare a formal proposal for the Ph.D thesis. See the details below.

REGISTRATION

All graduate theology students must register with UWI each year throughout their time in the programme. Registration is done online. The deadline for registration is usually by the end of the first week in September. Students who register late will pay a penalty. Failure to register will result in suspension from the programme. Students normally register in September for the full academic year. There is an add/drop period in January, when registration can be changed without penalty.

Once a student is registered, please inform the Coordinator's office at UTC.

At the time of registration candidates must sign a declaration permitting access in the UWI and UTCWI libraries to the Thesis.

PAYMENT OF TUITION AND FEES

Students pay an annual affiliation fee (plus other miscellaneous fees) to UWI. This must be paid in order to register.

Tuition payments are to be made directly to UTCWI. These are due in full at the beginning of the academic year, but a payment plan may be worked out with the college financial officer. A schedule of the tuition amounts will be published each year.

Students will be blocked from exams or the submission of Theses if tuition is owed. No student will be allowed to graduate until all tuition payments are made.

COURSES

Those who are accepted into the M.Phil. programme or directly into the Ph.D. will proceed immediately to begin their courses, unless this requirement has been waived based on previous work. Three courses are required. Full-time students will do the three courses in one or two semesters in an academic year. Part-time students will do the courses within a period of two or three semesters.

Two of the courses should be related to the student's proposed area of research. The third course, THEO: 6500 Research Methods in Theology is compulsory and is to be completed by all Ph.D. students.

The minimum pass mark in graduate courses is 50%. Both the coursework and exam marks must be above 50%.

If a student receives below 50% on either the coursework or the exam, he or she can do a re-sit. Normally this means that the student will register for the same course when it is offered again in the following year. The student is required to do only the portion (coursework or exam) that was below 50%. The student may sit in the class sessions but is not required to do so.

Students are allowed to do only one re-sit.

FAILURES AND INVOLUNTARY WITHDRAWAL

A student who fails two courses will be required to withdraw.

Students who have been required to withdraw can re-apply after a period of two years.

FULL-TIME AND PART-TIME STUDENTS

Full-time students should not have a job that entails working more than 12 hours per week outside of their studies. If a student is working more than 12 hours, he or she must register as a part-time student.

DURATION OF THE PROGRAMME

Full-time PhD students must complete all requirements within five years from the date of first registration.

Part-time PhD students must complete all requirements within seven years.

Students may request a leave of absence (LOA) in consultation with the Coordinator. A request can be made for a LOA of one semester or one year. Students may apply for a second year's LOA.

Candidates whose time is about to expire may apply for an extension of up to two years, stating the reasons and the amount of work to be done.

RESEARCH AND WRITING WORKSHOPS

All MPhil and PhD students are encouraged to attend workshops and seminars put on by the Department. In addition a student may register for a research methods course offered by the School of Education at UWI. Contact the coordinator for further details.

It is expected that the new course Research Methods for Graduate students in Theology will be available next semester (2015). All PhD students will be required to do this course as a departmental requirement.

RESIDENCE REQUIREMENTS

Candidates for the Ph.D. who are not graduates of UWI must complete at least one year in residence near UTCWI. All students must complete their courses in the face-to-face mode. The three research and writing workshops should also be completed in the face-to-face mode, although special arrangements can be made to do some of the workshops at a distance, using Skype and/or e-mail.

Once a student has completed her or his courses, it is possible to continue the programme while residing outside of the Kingston area or Jamaica. In such cases attendance at seminars and one seminar presentation can be done via a Skype connection, to be arranged by special request. However, such students should plan to spend some time at UTC at various points during their work, in order to make seminar presentations, consult in person with the Supervisor, and do research in the library.

It is very helpful if students who live outside of Jamaica can arrange to have a friend or family member in Jamaica be their personal agent.

SEMINARS

All students in the PhD programme are required to attend seminars at which MPhil and PhD students make reports on their research Theses. Each student must attend at least 50% of the research degree seminars (usually held once a month during the academic year) in order to get credit for this aspect of the programme.

Each PhD student is required to make a presentation at three graduate seminars. The first presentation should come as soon as possible after the completion and approval of the proposal.

The PhD student's second seminar presentation should come when most of the research has been completed.

The PhD student's third seminar presentation should come at or near the completion of the Thesis.

Each PhD student is also required to give a prepared response to at least one student's presentation.

Please consult the separate guidelines in this Handbook for these seminar presentations.

THE INITIAL PROPOSAL FOR THE PH.D. THESIS

When making application for the MPhil or PhD programme students state their intended topic, and the Graduate Studies Committee assigns a Supervisor. This topic should be regarded as provisional. Early in the programme, the student should give to the Coordinator a one-page proposal for the Thesis. This should include only the tentative title and a paragraph describing the nature of the proposed research. The student may also suggest someone as the Supervisor.

The Graduate Studies Committee will then confirm the appointment of the Supervisor. The student will work with this Supervisor to develop a full proposal; students will also receive help in this task in one of the workshops.

The Graduate Studies Committee also appoints an Advisory Committee, usually comprised of two persons in addition to the Supervisor.

THE FULL PROPOSAL

The student then works with the Supervisor to develop a full proposal. The full proposal will be the **first three (3) chapters of the MPhil thesis with preliminary work on the fourth chapter.**

The student should inform the Coordinator at UTC a month in advance of the intention to submit the proposal. The student's Supervisor must write to the Coordinator expressing agreement with the student's intention to request approval of a PhD proposal. The Coordinator, with the Graduate Studies Committee, will nominate the persons to examine the proposal and submit these nominations to the Graduate Studies and Research office.

The completed proposal should be submitted both to the Supervisor and to the Graduate Studies Coordinator. If the Supervisor approves the proposal, the Graduate Studies Committee will nominate a special committee to examine the proposal.

The student will then be invited to an oral defense of the proposal before the examining committee. This committee will be chaired by a person who is independent of the process, and the committee will also consist of the Supervisor and the members of the Advisory Committee. This examining committee will meet with the student to examine, discuss, and make suggestions about the Thesis. The committee will decide whether to accept the proposal or to ask the student to do further work on it and present it again. The chair of the examining committee will write a report, including both comments and a statement of acceptance or rejection. This report is signed by all members of the examining committee and sent to the Graduate Studies and Research office.

Once the proposal is approved and all the other requirements for admission to the Ph.D. have been satisfied, the Graduate Studies Committee will recommend full acceptance into the Ph.D. programme.

UPGRADING AN M.PHIL.THESIS

An alternate route to the Ph.D. is that those who have submitted MPhil Theses that are judged to be outstanding may be recommended by the University Examiners to have their registration status upgraded to that of the PhD. In such cases, the candidate does not receive the MPhil degree. The student should meet with the Supervisor and Advisory Committee to determine what additional work needs to be done on the Thesis in order to be submitted for the Ph.D. degree.

WORKING WITH THE SUPERVISOR AND ADVISORY COMMITTEE

Once the proposal is approved, students and Supervisors should agree on a work plan with target dates. They should consult in person or by e-mail at least once a month. The student may also consult with other members of the Advisory Committee.

Supervisors are required to submit a progress report on each student at the end of each semester. These reports should include an assessment of the student's seminar presentations.

The student should submit to the Supervisor a complete final draft of the Thesis. **Only after the Supervisor approves this final draft should the student prepare and submit the final version.**

LENGTH OF THE PH.D. THESIS

The PhD thesis should be approximately 80,000 words in length (around 250 pages), exclusive of notes, bibliography, and appendices.

EXPECTATIONS OF A THESIS FOR THE DOCTOR OF PHILOSOPHY

A PhD Thesis must be judged to be the result of original research, to be a contribution to knowledge, and to be worthy of publication.

A PhD Thesis must do the following:

- Demonstrate the ability to select an important problem for investigation and to deal with it in a mature and competent manner
- Make a significant contribution to knowledge by adding to, critiquing, or interpreting previous studies.
- The Thesis must demonstrate a comprehensive and critical knowledge of the relevant literature and research in the topic chosen.

- The Thesis must demonstrate competence in relevant research methodologies and present the findings in a format appropriate to scholarship in the discipline.

STYLE AND FORMAT REQUIREMENTS

In preparing the Thesis students should follow the *Thesis Guide* published by the UWI School of Graduate Studies and Research. The preferred citation style is APA, but another style may be used, if it is used accurately and consistently. Since the Chicago style is often preferred in the theological disciplines, students may find this convenient to use. A list of preferred abbreviations of biblical books and other common theological references is available for student use.

WHEN NEARING COMPLETION OF THE THESIS

The student is responsible to inform the Coordinator of the schedule for completion of the Thesis (with the agreement of the Supervisor).

- At least 6 months prior to the anticipated date of completion, to schedule a final presentation at the graduate seminar.
- At four months prior to completion, so that the Coordinator can submit to the Graduate Studies Department UTCWI's nominations of Examiners.
- At three months prior to completion, so that the form Application for Examination of Thesis can be completed and submitted. At this time the student also must pay an examination fee to UWI.

Deadlines for the submission of the PhD Thesis are around December 15 for Semester 1, May 12 for Semester 2, and July 30 for the summer.

SUBMISSION REQUIREMENTS

Students are required to submit their Thesis to the 'turnitin' software programme to check for plagiarism issues. UWI students are given free access to this service. For details on how to access 'turnitin' please go to the Graduate Studies and Research webpage and look under the "Graduate Studies Research Information Portal." *This is very important, as your work will be checked for plagiarism on turnitin by the University.*

When the Thesis is ready for submission, the student is responsible to prepare and submit to the Graduate Studies and Research office four (4) printed copies of the

Thesis in soft binding. The entire Thesis should also be submitted on a CD or DVD.

At the same time a Certificate of Completion form should be completed and submitted to Graduate Studies at UWI.

Students who have submitted their Thesis need to stay registered with UWI until the degree is awarded. Students at this stage pay a small fee to UWI rather than the full administrative and miscellaneous fees. There is no further continuation fee to UTCWI.

EXAMINATION OF THE PH.D. THESIS

Once they receive the Thesis, Examiners are expected to return the copy, with their comments and evaluation, within two months.

Once all the reports from the Examiners have been received, if the reports are positive, an oral defense is scheduled. This will be held at UWI or UTCWI and is chaired by the Chairperson of the Graduate Studies Sub-Committee of the Faculty of Humanities and Education. Persons to be invited are the Supervisor, the Advisory Committee, other Examiners, and all graduate faculty and students.

Examiners may require the candidate to make amendments to remove defects in an otherwise adequate Thesis. Such changes shall be made after the oral examination. The candidate has six months to complete the required changes. The corrected Thesis must be signed off on by the Supervisor and Examiners.

A candidate who is unsuccessful in the examination for the PhD may apply to be allowed to resubmit the Thesis or a revised version of it for examination for an MPhil degree. Such application may also be made prior to the submission of the PhD Thesis.

SUBMISSION OF THE FINAL COPY

Once the Thesis is approved, the student finally submits the corrected version to the Graduate Studies and Research office—three printed copies unbound, plus the corrected version of the Thesis on a CD or DVD.

Also at this time the student submits the Declaration Form for the Reproduction of Thesis/Research Paper/Project.

The student is requested to submit to UTC two additional unbound copies of the Thesis, to be bound and placed in the library and the graduate studies office at UTC.

This document approved in September 2010 and slightly revised in August 2012

GRADUATE PROGRAMME IN THEOLOGY

DOCTOR OF PHILOSOPHY DEGREE PROGRAMME

GUIDELINES FOR PREPARING A THESIS PROPOSAL

Introduction

The written proposal for a Ph.D. Thesis is to be prepared in consultation with the student's Supervisor. The proposal shall be the first three chapters of the thesis with preliminary work on the fourth chapter.

The proposal should be submitted to the Coordinator at least one month before the student expects to be examined. The Coordinator will copy and distribute the proposal to the members of the special examining committee, and a date will be set for the oral examination of the student's proposal. After the oral examination the committee will recommend either that the proposal is accepted for Ph.D. work, is not accepted, or should be submitted again with revisions.

Format of the proposal

TITLE

AIM AND FOCUS

What is your research question or focus for interpretation?

What is the thesis that you will explore and attempt to demonstrate in this research project?

PERSONAL AND SITUATIONAL CONTEXT

What are your reasons for undertaking this project?

What personal and social realities and interests will help to inform your approach to this project?

What, if any, are the dominating and exploitative influences and interests at work in your local context, and how do these factor into your project?

How will this study make an impact on personal, ecclesial, or societal realities that are in need of change? Why is this study important?

Why are you undertaking this study now?

What are the consequences of not undertaking this study? What will be not understood, what will not happen?

SCHOLARLY CONTEXT

What are the key concepts and ideas that you will explore in this thesis?

What are the key scholarly issues that will be addressed in this thesis?

Give an overview of the major scholarly literature or research that will set the context for this thesis, both listing the major studies and giving an analysis of what approaches and arguments they offer.

What unique contribution to knowledge will this thesis make?

METHOD(S) OF RESEARCH

Will the research focus (at least partly) on primary texts? If so, what theoretical approaches will be used in the study of these texts?

Will the research focus (at least partly) on an analysis of published information and arguments? If so, how do you intend to gain access to the relevant literature?

Will the research focus (at least partly) on gathering information? If so, how do you intend to gather the information, and what will be your sources?

What methods will you use to analyse your data?

Will your research focus (at least partly) on the behaviour, knowledge, and opinions of people? If so, what methods will you use? Will they be qualitative or quantitative? How will you learn to use such methods? Are there any ethical issues in the conduct of this research?

OUTLINE OF THE STUDY

What is the tentative structure of your thesis (major divisions and chapters)?

MANAGEMENT OF TIME

Will you be undertaking this study full time or part time? Do you plan to take any leave or spend time away in order to complete this work?

What is the projected date of completion of this study?

Note: This outline has been adapted from the one given in *The Good Supervisor: Supervising Postgraduate and Undergraduate Research for Doctoral Theses and Dissertations*, by Gina Wisker (Palgrave Macmillan, 2005), 74-76.

This document approved in September 2010

HOW TO USE TURNITIN TO CHECK YOUR WORK FOR ORIGINALITY

Dear Postgraduate Student:

The University has created a Postgraduate account that will allow you to check your papers. You will need to use the following credentials when signing up to access the account:

class ID: 3154417
enrolment password: papercheck

Here are some instructions for creating a new student account:

1. Please visit Turnitin's website at www.turnitin.com, then click on [create account](#),
2. Under **New Students Start Here** click on [create a user profile](#) (this is in bullet item # 2)
3. Below **Have You Ever Used Turnitin?** scroll down until you see **Create A New Account** click on [student](#). (Please note the credentials will not work in any other instance).
4. Under **Create A New Student Account**, please insert the credentials (i.e. class id and enrollment password), complete the rest of the form and follow the instructions.

A brief instruction document for students to sign up is located here:

http://turnitin.com/resources/documentation/turnitin/training/en_us/qs_student_en_us.pdf

A user manual for students is located here:

http://turnitin.com/resources/documentation/turnitin/training/en_us/Student Manual en_us.pdf

You will be able to see your originality report (i.e. the system's report on your submitted research paper/project/thesis/dissertation) by clicking on the '**show details**' link in their portfolio after making a submission.

Please note that you can re-submit your paper to this class container as many times as is necessary.

We hope this will guide you as to the status of your research paper/project/ thesis/dissertation with respect to plagiarism and insist that you use this medium to check your work before submitting to the Office of Graduate Studies and Research.

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You can then look at your paper in the portfolio: click on “show details” and then on the title of the paper.

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