

# ***Ph.D. HANDBOOK***

**Administrative Procedures  
and Guidelines**

**2011-2012**



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## INTRODUCTION

The ETF offers a primarily non-residential doctoral program under evangelical auspices and fully accredited by the Belgian government. Meeting the admission requirements indicates that the student is to begin attending the annual Colloquium (see section 1 below) and is qualified to undertake guided preparation with a supervising professor (Supervisor) in the Examination Phase (section 2). Upon successful completion of a comprehensive Doctoral Examination (section 3) before a committee, the student begins supervised research and writing in the Dissertation Phase (section 4) under the guidance of a Promoter (who was usually also the Supervisor). This culminates with a public defence at a Promotion during the Colloquium (section 5). Depending on the Doctoral Committee's evaluation of previous preparation, an applicant may be admitted to levels one, two, or three of the Examination Phase, or he or she may be referred to our Th.M. program or, exceptionally, accepted directly into the Dissertation Phase. (See CHART following section 3).

In the interest of good communications, copies of correspondence between students and professors relating to progress or requirements at any stage of the program should be sent to the Doctoral Administrative Assistant. Normally this is done with a cc to an e-mail.

### 1. ANNUAL COLLOQUIUM

Both the Examination Phase and the Dissertation Phase require participation in the annual Colloquium in the first full week of September. One is to attend throughout the week and to present the annual report required in the Dissertation Phase. Students in the Examination Phase are required to present one paper per year until they have presented two acceptable papers. Exception: Students admitted directly into level three are required to present one acceptable paper. Students in the Dissertation Phase are to present a report every year growing out of their dissertation research. For more on this report, see section 4.

The Doctoral Committee realizes that there may be times (such as illness or unforeseen conflicts) when it is difficult for a student to attend a Colloquium in whole or part or to be prepared to present a paper or report. Therefore, any student requesting to be excused from these requirements must submit form Ph.D. #3 to the Administrative Assistant as soon as the need might arise so that the Committee may decide whether or not to grant the request.

In a non-residential program participation in the Colloquium is especially significant in allowing for personal interaction with professors and students, as well as the conducting of examinations and the defence of dissertations.

In June of each year a letter is sent to each student and faculty member by the Administrative Assistant to enable registration for the coming Colloquium and scheduling of any exams during this week.

The **PAPER PRESENTATION DURING THE EXAMINATION PHASE** provides the opportunity for fellow students and for faculty that are not involved in the guidance of a specific student to be exposed to his or her methodological skills, scholarship expertise and communicational abilities. For this reason, everyone who presents a paper is to prepare a *handout* indicating:

- (1) the outline,
- (2) the academic problem addressed,
- (3) the main results summarized in one or two sentences,

- (4) the most relevant literature, and
- (5) crucial (primary) sources.

A copy of the student paper is also presented to the supervising professor. The outline also needs to be submitted to the Doctoral administration.

The papers are to be 30 minute presentations followed by 20 minutes of discussion. They provide an opportunity for the faculty to observe, correct and improve the students' ability to communicate academically. They are not graded, but help evaluate the student's progress. The Colloquium papers should reflect the student's research, and the choice of the topic should be made in consultation with the student's Supervisor. In many cases the papers cover aspects of the field that will be explored further in the student's dissertation.

Students should be aware of the following items when preparing and presenting colloquium papers:

**Language** - Because communication is an important element in scholarship, the reader of a paper should make sure that his or her presentation is comprehensible for the audience, i.e. scholars and doctoral level students who may be working in another area. General knowledge of theological disciplines and terminology will be presumed, but technical jargon in keeping with a more specialized approach to a particular field or sub-field should be explained. Papers that can only be understood by a small part of the audience are not suitable.

**Subject Matter** - Papers are not only to be communicated well but should also in some way make a useful contribution. In the introduction the student should show how the paper is relevant for other areas of theological and religious studies.

**Interaction** - One of the goals of the doctoral papers is to provide guided training for introducing a scholarly debate and generating interaction. Faculty and students attending the presentation are given the opportunity to interact following it. The interaction is intended to evaluate the abilities of the presenter in responding, and of the listeners in asking relevant questions.

## 2. EXAMINATION PHASE

### 2.1. EXAMINATION PHASE FOR one of six theological disciplines

Students are accepted for research in one of six traditional disciplines, corresponding to the ETF departments:

- Old Testament (OT)
- New Testament (NT)
- Historical Theology (HT)
- Systematic Theology (ST)
- Practical Theology (PT)
- Religious Studies and Missiology (RM)

They are admitted to Level One, Level Two, or Level Three, depending on their previous education. Each of these levels requires about 700 hours of preparation. Even part-time students should be able to complete each level in one year. However, two years are permitted for each level. If unanticipated circumstances require another year, then an

application for extension must be submitted on form PhD#6 to facilitate the Doctoral Committee's decision.

Each level must be completed in order for the student to continue in the program, as evidenced by successful completion of assigned courses or another form of examination appropriate to the work assigned for that level. At the end of the third level the student is examined orally on the entire research area assigned for level 3. Students who do not continue will receive an attestation of studies completed.

**2.1.1** Students with a ThM degree (or rough equivalent) but completed some years prior or with (a) certain weakness(es) are admitted into Level One. This level requires about 700 hours of study, which may be comprised of five ETF master's courses taken either in residence or as distance education. Each course is 5 ECTS which calls for 140 hours of study.\* A provisional Supervisor is appointed by the Doctoral Committee. Upon successfully completing level one, the student moves to Level Two basically following the guidelines as given below in 2.1.2

\*Doctoral students need to register for these courses, in consultation with their supervisor, preferably during the Colloquium, but no later than three weeks following the beginning of the academic year (deadline: 15 October 2011). They must fulfil all requirements indicated in the course syllabus except possibly that of class attendance. They must complete these courses within a regular academic year and respect established examination periods.

**2.1.2** Students with a good and balanced ThM degree (or equivalent) are usually admitted into Level Two, which means they would need about 1400 hours to complete levels two and three as preparation for the Dissertation Phase.

A. They do about 80% (approximately 1100 hours) of their work within their major department or one closely related to it.

1. They are assigned to a Supervising Professor, depending on background, subjects, specializations, etc. The Supervisor guides and evaluates the progress of the student, calling on colleagues to assist as needed. (Usually the Supervisor becomes the Promoter when the student enters the Dissertation Phase.)
2. About 1/3 of their study is generally within the main discipline with the emphasis on updating, deepening and broadening.
3. About 1/3 of their study is to be more closely related to the anticipated dissertation.
4. The final 1/3 of their time in the major is allotted to research and writing of (a) publishable article(s) to be offered to a scholarly journal. Prior to submission the student sends the article to the supervisor, who then has four weeks to give feedback to the student. The research for this may well be used eventually in the dissertation. Note that this article is NOT the same as the paper that is read and discussed at the Colloquium, although of course there may be a close relationship. The publishable article needs to be submitted to the Doctoral administration before the student is allowed to take the Doctoral Examination.

5. The preparation of the ten theses for discussion at the Doctoral Examination (section 3), relating a topic from one's major field to each of the other five disciplines, is done in consultation with the Supervisor as part of these studies. The ten theses need to be submitted to the Doctoral administration in June if the student wants to take the Doctoral Examination in September.

B. About 20% of the work (300 hours) is in another area, decided in consultation with the Supervisor and approved by the Doctoral Committee. However, it is still related in some way to preparation for the dissertation. It is to be selected from two broad categories: (1) Reading from another discipline (guided by a member of the resident faculty) or  
(2) Acquiring a linguistic or other research competence (e.g. a language with relevant sources or scholarly literature; social science methodological skills, etc.). As with level one, this may involve taking ETF master's courses (see 2A.1 above).

**2.1.3** Students who complete a ThM from ETF, Cum Laude, may be admitted directly into Level Three, hence requiring only about 700 hours of study in the Examination Phase.

They are to be guided by the Supervisor in adapting the requirements of 2.1.2.A above. However, the Supervisor and Doctoral Committee reserve the right to require some or all of 2.1.2.B if deemed necessary to prepare for the dissertation. Students with a strong ThM from elsewhere who have done acceptable post-master's studies may also be admitted directly into level three.

For students in Level Three the same rules apply for the writing of the publishable article and the preparation of the Doctoral Exam as for students in Level Two (see 2.1.2.A.4&5 above).

## **2.2. EXAMINATION PHASE for inter-disciplinary studies**

Those admitted to this program will have had a strong academic/research master's degree (or higher or equivalent) in the specific discipline which they intend to relate to one or more areas of Christian theological studies. The intended dissertation will at least as justifiably be done at a theological faculty as at a faculty in their other field.

Each level must be completed in order for the student to continue in the program, as evidenced by successful completion of assigned courses or another form of examination appropriate to the work assigned for that level. At the end of the third level the student is examined orally on the entire research area assigned for level 3. Students who do not continue will receive a letter of attestation of studies completed.

2.2.1 Upon acceptance the student enters in Level One of the program and is assigned a Supervisor from within the ETF faculty. Level One essentially comprises five ETF courses of 5 ECTS each (700 hours total) followed through distance learning (ETF Open University if offered). See 2.1.1 for further requirements for these courses. Normally by the start of Level Two a Co-Supervisor, representing the student's non-theological field, will be assigned, usually from another faculty.

2.2.2 The purpose of the Examination Phase is to enable the student through guided reading and exercises to make appropriate scholarly use from within the range of theological scholarship in researching and writing an inter-disciplinary dissertation. It is *not*

to make the student equivalent to one who is specializing in one of the theological disciplines (just as someone working in Old Testament is not equivalent to someone working in Systematic Theology). But the level of the utilization of a wide range of scholarship, both in theological fields and in the other field, e.g. religious studies, language studies or philosophy, is to be equivalent to what would be demanded of someone working in only one field. This phase concludes with a comprehensive oral Doctoral Examination which must be passed successfully before admission to the Dissertation Phase.

2.2.3 The guidelines that follow assume the student, though a mature Christian, will not have had significant university-level theological studies. If he or she has, then a proposal for the approximate hours and the balance within the various theological disciplines should be adjusted and presented by the Supervisor for the approval of the Doctoral Committee. For those with two or three years of university-level theological study, there is the possibility of admission directly into Level Two, provided the studies are demonstrably equivalent to our Level One.

2.2.4 In all cases, the guidelines that follow should be made specific for each student in light of the dissertation project in mind, so that greater emphasis can be given to those areas of theological study that will be most relevant. After consultation with the student, the recommended specific guidelines are presented to the Doctoral Committee for approval.

2.2.5 Unless the student has done post-master's study in his or her non-theological field, the Co-Supervisor from that field should normally guide at least 400 hours of study in order to prepare further for the dissertation.

2.2.6 There are six departments at ETF and students should have at least some familiarity with handling the scholarly literature of each, especially in relating it to their non-theological discipline. Under the leadership of and reporting to the Supervising Professor, the various other departments will designate Guiding Professors to help direct and evaluate the student's preparation for gaining the needed familiarity. A Guiding Professor may conceivably represent more than one department.

2.2.7 Besides the 400 or more additional hours in the student's non-theological field, there should be approximately 1700 hours of theological study for a total of 2100 hours. (*For our theological doctoral program we usually require about 1400 hours, recognizing that the student is continuing in the same discipline as his or her Master's Program.*) At least 140 hours (5 ECTS) will normally be undertaken from each of the ETF departments. The overall distribution of requirements may be done through a combination of ETF courses followed through distance learning (ETF Open University if offered) and guided self study.

2.2.8 An important part of the work during the Examination Phase is the preparation, guided by the Supervisor and Co-Supervisor of a publishable inter-disciplinary scholarly article under the same conditions as those specified in 2.1.2.A.5.

2.2.9 Once a student has met all requirements for the examination phase, a Doctoral Examination is conducted, normally during the annual Colloquium, before the Supervisor (and Co-Supervisor if possible) and representatives of at least two other departments, chaired by a member of the Doctoral Committee.

### 3. THE DOCTORAL EXAMINATION

The Doctoral Examination marks the culmination of the Examination Phase and, if successfully passed, marks the transition to the Dissertation Phase. It serves two purposes. First, the Supervisor is able to demonstrate to colleagues that the student, by the quality of the answers to the questions posed by the professors, has acquired sufficient competence in the major field to continue in the program. Second, ETF wants to encourage all of its students while engaging in their specialized studies to do so in a way that benefits from and contributes to theology as a whole. The Doctoral Examination is the opportunity for students to show before a committee of ETF faculty from at least three of the theological disciplines that they can relate their speciality (or their non-theological discipline) to various fields within theology and religious studies. This is done by the student formulating “ten theses” which become the basis for discussion during the examination.

#### 3.1 To prepare for the discussion of the ten theses:

- A. In consultation with the Supervisor, the student submits to the Doctoral Committee a draft in June of two theses for scholarly discussion on each of the other five areas of theological studies from the perspective of one’s own major area. This means two theses in every area (ST, OT, NT, HT, PT, RM) *except* one’s own major for a total of ten theses. This does not usually call for studying new areas but reviewing and reflecting on what has previously been learned in a master’s program.
- B. Each thesis is primarily within the other area and therefore is only expected to reflect a master’s level of knowledge. The doctoral level is to be shown by how one relates specialized knowledge to various areas of theology (See example below of *five theses prepared by someone working in New Testament*).
- C. Each thesis should be debatable or discussable, and not simply state a well-known view that is generally accepted. The thesis need not be original. The student should be prepared to advocate a contested viewpoint (at least for the purposes of the exam) and realize that one can do this quite acceptably even if one or more member(s) of the examining board remain unconvinced.
- D. Each thesis likely relates to only one part of the other discipline rather than to the area as a whole. For example, if one relates Old Testament to Historical Theology, the thesis might only be applicable to the Reformation or Modern periods. If one relates Systematic Theology to Religious Studies & Missiology, the thesis might compare some aspect of the Christian and Muslim doctrines of God.
- E. Where possible, students should formulate theses in relation to study done for their major and in view of areas of interest for the dissertation.

### Sample Theses of a New Testament Scholar relating to the other areas

**Old Testament** In Psalm 100:3 the reading “we belong to him” is to be preferred over “and not we ourselves” in the context of the Psalm. This is because of the many OT parallels for the association creature-possession and because of the allusion in 1 Cor. 8:6.

**Systematic Theology** The primary contrast in Paul's explanation of his gospel is not merit over against free gift, but man over against God. E.g. Eph. 2:8-9.

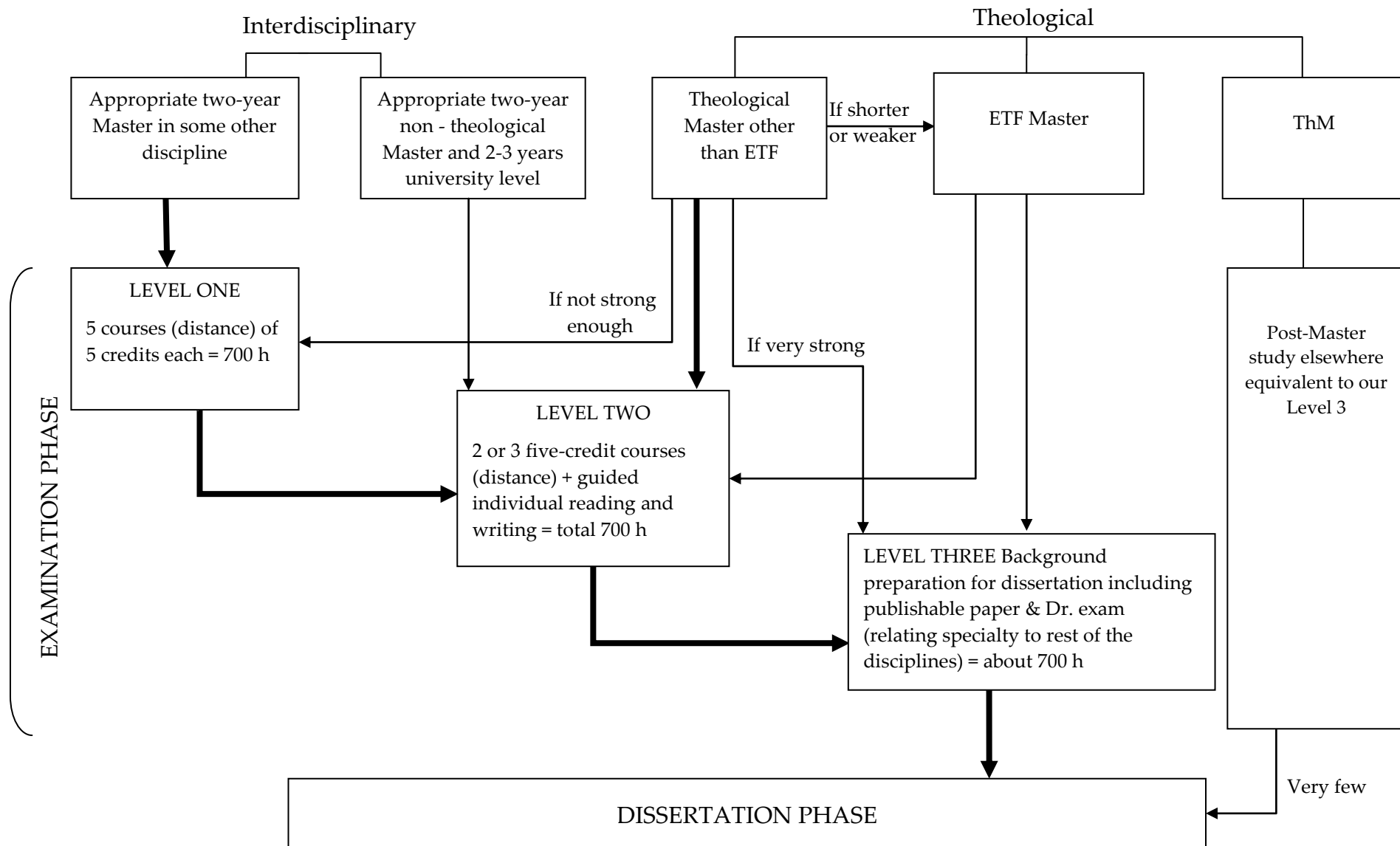
**Historical Theology** In order to make sense of the Christological controversy in AD 325, it is essential to be aware of the implicit definitions of time and eternity of both parties.

**Practical Theology** - The clarification of the question whether there is something like a coherent NT ecclesiology is a necessary but not sufficient presupposition for the formulation of PT church-theory.

**Religious Studies & Missiology** The use of the book of Acts as a source for missiological methods is extremely problematic and should take into account that Judaism had functioned as a kind of precursor to Christianity, and that present mission is hardly ever the first information about Christ and Christianity people receive.

### 3.2 Further details regarding the Doctoral Examination:

- Students admitted prior to September 2007, and therefore having a major and two minors, follow the procedures on forms ADM-PhD #1 and #3 as given in previous Doctoral Handbooks.
- In June, the Supervisor and student jointly submit a request (along with the draft of the ten theses discussed above) indicating that the requirements for level three of the Examination Phase (this includes submission of the publishable article to the Doctoral administration with a proof that the article was also submitted to a scholarly journal for publication) are expected to be met by or during the next Doctoral Colloquium and therefore they request the Doctoral Committee to schedule a Doctoral Exam. This is done when registering for the Colloquium in response to the notice to do so from the Administrative Assistant. The Supervisor reserves the right to cancel the Exam, even during the Colloquium, if it turns out that in his or her judgment the student is not yet ready after all.
- By 15 August the student submits the **final** version of the 10 theses (see 3.1.A above), approved by the Supervisor. This confirms the readiness to sit the Doctoral Exam.
- The Doctoral Examination committee consists of the Supervisor, a Doctoral Committee representative (who serves as chairman), and one or two other professors. At least two departments must be represented besides the department of the major.
- All students who pass this examination *cum laude* receive a certificate granting permission to enter the Dissertation Phase.
- If a student does not pass the exam, it is permissible to take one re-examination in the following year.
- Students who pass *rite* (sufficient) will receive a letter of attestation for the studies they have completed but will not be allowed to proceed to the Dissertation Phase.



1. Upon admission, each student is assigned a Supervising Professor to oversee and coordinate his/her whole program. The Supervisor usually, but not necessarily, becomes Promoter. In the case of interdisciplinary studies, there is a Co-supervisor as of level two.
2. Each level should be completed in one year, even in part-time. It must be completed in two years, unless an extension is applied for and granted. (Students may proceed faster.)
3. The 700 hours for each level is a general guideline which may be increased or decreased depending on factors such as previous education or whether a student changes subjects.

## FORMS and DUE DATES

Ph.D. #1	Examination Phase Study Program
Ph.D. #2	Examination Form
Ph.D. #3	Request to be excused from Colloquium or Annual Report/Paper
Ph.D. #4	Attention Completion of Level
Ph.D. #5	Doctoral Examination Attestation
Ph.D. #6	Request for Extension of one year
Ph.D. #7	Registration for Dissertation Topic
Ph.D. #8	Modification of Dissertation Topic
Ph.D. #9	Statement of Intention for Promotion
Ph.D. #10	Permission to submit Provisional Dissertation

*This table gives an overview of the administrative procedures in the doctoral program with special emphasis on the dissertation. All involved in the process are to comply with the due dates and follow the steps to achieve the goal. All forms to be submitted to the PhD admin.*

Procedural Steps	Due Date	Comments
<b>EXAMINATION PHASE</b>		One, two, or three levels of two years each (or less) as described in the Doctoral Handbook.
Supervising Professor recruited by Doctoral Committee following admission.	Further details agreed upon at first Colloquium	Form #1
Supervisor and any additional guiding professors oversee studies including presentation of two (or one) papers at Colloquium plus a publishable paper	Agreed by professor and student.	Intention to present paper stated when registering for Colloquium in June. Form #3 submitted in case one requests to miss part or all of the Colloquium. Form #6 must be submitted if a student needs more than two years in a "level."
Doctoral Examination	When registering for Colloquium in June, student states intention to sit for Doctoral Examination and submits a draft of the Ten Theses as described in Handbook.	By August 15 <sup>th</sup> , student submits the final version of the 10 theses, approved by the Supervisor, confirming student's readiness to sit the Examination in his or her field and defend the Theses. Form #5 is completed at the Examination by the Dr Comt Representative.
<b>DISSERTATION PHASE</b>		Three years (or less); if longer needed submit Form #6
Registration of Subject & Title	As soon as possible after being accepted in the Dissertation Phase	Student submits Registration for Dissertation Topic on Form #7.
Promoter(s) assigned to student by Doctoral Committee. (Usually same as Supervisor.)	Shortly after Registration Form #7.	Student then has three years to research, write, and defend the Dissertation.
Submission of Proposal, according to the guidelines in the Handbook, via the Promoter	After initial research process as given in Handbook.	One-year extensions may be granted in case of extenuating circumstances using Form. #6. Form #8 is submitted if it is necessary to modify the topic or title, etc.
Present an Annual Report at each Colloquium until Promotion is scheduled.	State provisional title for Report when registering for Colloquium in June.	Submit Form #3 if one needs to request to be excused from the Report that year. (This Report is to grow out of your research and writing and is not to be a diversion from it.)
Submission of Form. #9, 'Intention for Promotion'	By November 1 (for the next colloquium)	Readers and Committee Representative then to be recruited by the Doctoral Committee
Submission of digital copy of Provisional Dissertation.	By January 15	Form #10 from Promoter(s) accompanies the Dissertation.
Copies are made by ETF and sent to Promoter(s) and Readers	By February 1	Guidelines for reports from Promoter(s) and Readers accompany the provisional copy.
Promoter(s) & Readers' comments and reports submitted.	By March 15	This allows six weeks for dissertation to be read and reports prepared.
Final suggestions to be sent to student by Promoter for corrections and additions	By April 1	Allows student three months for corrections & additions (if promotion is to be scheduled that year).
Submission of digital final version of Dissertation.	By June 30	An additional paper copy of English Summary & Abstract and a separate list of substantive changes are also submitted.
Copies are printed and distributed to faculty as indicated in Handbook.	July	Allows two months for (re-)reading of final Dissertation, especially noticing changes, if any.
Defence and Promotion	September Colloquium	Celebration

## ALTERNATIVE PROMOTION DATE (FOR 2013)

Submission of Form. #9, 'Intention for Promotion'	By June 15 (for the Spring promotion date)	Readers and Committee Representative then to be recruited by the Doctoral Committee
Submission of digital copy of Provisional Dissertation.	By September 1	Form #10 from Promoter(s) accompanies the Dissertation.
Copies are made by ETF and sent to Promoter(s) and Readers	By September 15	Guidelines for reports from Promoter(s) and Readers accompany the provisional copy.
Promoter(s) & Readers comments and reports submitted.	By October 31	This allows six weeks for dissertation to be read and reports prepared.
Final suggestions to be sent to student by Promoter for corrections and additions	By November 15	Allows student two and half months for corrections & additions (if promotion is to be scheduled that year).
Submission of digital final version of Dissertation.	By January 31	An additional paper copy of English Summary & Abstract and a separate list of substantive changes are also submitted.
Copies are printed and distributed to faculty as indicated in Handbook.	February	Allows two months for (re-)reading of final Dissertation, especially noticing changes, if any.
Defence and Promotion	First (or second) Friday after Easter	Celebration

### 4. DISSERTATION PHASE

#### 4.1 OVERVIEW

Upon completion of the Examination Phase with the successful passing of the Doctoral Examination, the student submits a suggested title and thesis statement as Registration for the dissertation (ADM-Ph.D. #7). Ideally, one should be prepared to submit this form at the same Colloquium in which the Doctoral Examination was taken. Upon its acceptance, the Doctoral Committee assigns the student to a Promoter from the faculty (who was usually already the Supervisor). The Promoter supervises the student's research and writing of a dissertation on a topic for which the Examination Phase was logically a preparation. If necessary, a Co-promoter or Adjunct-promoter with complementary expertise is also appointed with a Co-promoter (usually from another faculty) being essential for Inter-disciplinary Studies. The dissertation must demonstrate the student's ability to do independent and original research and thereby making a valid contribution to scholarly literature.

After assignment to a Promoter the student has three years in which to research, write, and defend the dissertation. The Doctoral Committee may grant one-year extensions in cases of extenuating circumstances but only provided there is evidence of significant progress.

#### 4.2 ANNUAL REPORT

At the Doctoral Colloquium every year, students in the Dissertation Phase are to present a progress report. To facilitate concentration on the dissertation, this annual "report" is to come directly from one's dissertation research and it can take one of several forms.

- (1) It can be a selection from part(s) of your dissertation. In that case it might resemble a formal paper, with the option of providing a handout as described in section 1 above.
- (2) It could present some aspect of your research such as: (a) procedures for choosing and gathering sources—including failures and difficulties, (b) the process of deciding on the outline, or (c) the process and reasons for narrowing or broadening what you originally intended. Other styles of report are conceivable. Some form of handout may or may not accompany the report.

Basically, the student is expected to give a thirty minute presentation, which facilitates a twenty minute discussion. This is to grow out of and contribute directly to the research and writing of the dissertation. The presentation should not require that listeners be familiar with other parts of the dissertation in order to benefit. The student is expected to provide the administrative assistant with a title to print in the colloquium programme, which clearly reflects the nature of the presentation. The programme title should guide students and professors as to which presentations are most fitting for them to attend when it is not otherwise obvious. It is allowed to use a longer or more precise title on a handout of the presentation later, but a working title should be submitted with the colloquium registration. Together with the programme title the student is expected to send an abstract of the paper to be read, which will be published in the Colloquium Handbook. This abstract clarifies the title and summarizes the content of the lecture in order to help those present know what to expect.

### **4.3 GENERAL GUIDELINES FOR THE DISSERTATION**

#### **4.3.1 STANDARDS THAT NEED TO BE MET**

- The dissertation must be a major piece of independent scholarly research in some field of theological studies, enhancing knowledge beyond the actual state of research in the given area.
- The dissertation must be in Dutch or English, or another language in which both the student and the promoter(s) are fluent.
- Topic and scope of the dissertation must be restricted and clearly defined. The problem which needs to be solved by way of academic research must be explicitly defined in the introduction, and the appropriate methods and logical steps to solve it need to be stated clearly.
- A dissertation should demonstrate awareness of the current state of research as well as of the latest relevant literature and state it concisely. It should go from there to the argument, and not dwell at length on matters already covered satisfactorily by others.
- A dissertation must show ability to precisely handle the appropriate methods in the chosen field of research. The student has to work with the relevant sources, and must diligently document the use of primary and secondary sources. One cannot make claims without substantiation.
- The dissertation should normally be between 100,000 and 150,000 words in length, including footnotes, but not bibliography or appendices.

#### 4.3.2 THE USE OF PRIMARY AND SECONDARY SOURCES

Primary sources are either original documents, the recorded results of one's own investigations or direct information from a person who is the object of study. Secondary sources are (usually documented) references by others to such primary sources. Primary as well as secondary sources must be identified in such a way that they can be traced by the reader. In a dissertation, a student must use all primary sources that are relevant to the research and accessible. Use of secondary sources is appropriate:

- If the primary source is not accessible,
- To identify the source whenever arguments or information are obtained from it,
- To inform the readers about opponents and supporters of a certain opinion;
- When the source provides opinions or arguments that need to be challenged.

#### 4.3.3 RESEARCH IN OTHER LANGUAGES

All relevant sources in a dissertation must be processed in their original language. E.g. where patristic opinion is studied, it will be necessary to make use of the patristic texts (especially the writings in Latin or Greek) in the original languages. Requirements may be less strict when a dissertation does not involve a detailed study of patristic writings, but a more synthetic overview of opinion about a certain topic. It is acceptable to make use of translations of literature in a language in which the student is not fluent. However, when dealing with a very particular statement the student needs to check the wording in the original text when:

- The editor of a translation signals different possible interpretations;
- The translations contradict each other
- The student feels uncertain about the rendering in the translation;
- The precise wording of a phrase or statement is important for proving the student's point.

A student should include all relevant literature in the main European languages (English, German, and French) in the research. Interaction with literature in other languages is not only desirable but it is also indispensable, particularly if the subject is pertinent for researchers within that specific language territory.

### 4.4 DETAILED PROCEDURES FOR THE DISSERTATION PHASE

#### 4.4.1 APPLICATION TO BEGIN THE DISSERTATION PHASE

Upon completion of the Examination Phase:

- The student submits form Ph.D. #5 for the registration of a preliminary title, subject, thesis, basic approach and methodology as well as potential available sources to be used for the dissertation. (Do not confuse this with the longer and later "proposal" described in the next section)
- The Doctoral Committee assigns the student to a Promoter from the faculty (who was usually the Supervisor in the Examination Phase).
- The Promoter supervises the student's research and writing of a dissertation on a topic for which one was supposedly prepared during the Examination Phase.

- For Inter-disciplinary Studies a Co-promoter with complementary expertise is always appointed. In other cases, a Co-promoter or Adjunct-promoter may also be appointed, if this is deemed necessary by the Doctoral Committee.
- If a student and Promoter decide to modify an approved thesis registration, form Ph.D. #6 is to be submitted to the Doctoral Committee.

#### 4.4.2 SUBMISSION OF PROPOSAL

Once a student has done the initial research, resolved the problems faced at the start, determined what the outline will look like and decided about the content, he/she must submit a proposal in collaboration with the Promoter(s) as soon as possible according to the following guidelines. Note that this is quite distinct from the initial registration. There is no specific form for the proposal, but a cover letter should come jointly from the student and Promoter(s).

A proposal is to be approximately ten pages long and includes the following:

- The title, quite possibly revised from what was on the initial registration form;
- A statement about the subject and why it is important to devote a dissertation to it;
- A brief summary of what has previously been written of relevance on the subject;
- An indication of new contributions that can be anticipated;
- The methodology that will be followed;
- A preliminary outline which briefly describes each chapter and each major sub-division thereof;
- And a preliminary bibliography.

The dissertation proposal is given *through the Promoter* to the Doctoral Committee. The committee approves or suggests revision of the proposal. These suggestions are sent to the Promoter, who is responsible to communicate them to the student. Should the student make substantive changes to the proposal, he or she will need to resubmit it to the Doctoral Committee *through the Promoter*.

The student is to provide the Promoter with regular updates of the proposal as research and writing proceeds. The student is to redo the proposal from what he/she 'will do' to what he/she 'has done.' The end result is to be a description of the dissertation in its completed form that follows the guidelines of the initial proposal, but now finalized.

#### 4.4.3 JOINT DOCTORATES

In the case of joint doctorates, procedures of both institutions need to be taken into account. Students need to inform themselves of these requirements, including deadlines.

#### 4.4.4 INTENTION FOR PROMOTION

Prior to the year of the intended promotion, the student, with the consent of the Promoter, submits form Ph.D. #7 to the Administrative Assistant by November 1 together with the finalized proposal (which will be used for external reader recruitment by the Doctoral Committee). By submitting this form, the student, in agreement with the Promoter

communicates the intention to submit a provisional dissertation by January 15 (or September 1).

#### 4.4.5 SUBMISSION OF PROVISIONAL DISSERTATION

- Because technology keeps evolving, contact the Administrative Assistant about the best way to submit the provisional dissertation (presently on a CD in a single PDF file). It is to be submitted along with form Ph.D. #8 giving the consent of the Promoter(s) *by January 15* (or September 1).
- The Title Page should state the month and year in which the dissertation is submitted, NOT the planned date of promotion.
- The Administrative Assistant will make and send copies to one or two readers (one is usually from another faculty) and one copy will be given to a representative of the Doctoral Committee.

Based on reader reports, the Doctoral Committee may recommend that it would be preferable for the student to withdraw from the program rather than face a probable rejection of the dissertation.

- Alternatively, the committee may believe that only after substantial improvements would the dissertation be likely to be successfully defended. In that case it is to be returned to the student through the Promoter with recommendations. If the student does decide to proceed, then it must be submitted again, with the changes separately and adequately noted, by one of two deadlines:
  - (1) the regular one of the next 15 January (and full tuition for that academic year must have been paid), or
  - (2) the earlier one of 1 September. If the revised provisional dissertation is then accepted for possible promotion (in the following year), only one-half of the tuition for the final year will be assessed.

#### 4.4.6 SUBMISSION OF FINAL VERSION OF DISSERTATION

- If there are only minor suggested changes to be made after readers have reported on the provisional dissertation, the final version is to be submitted to the Administrative Assistant two months before the promotion. As with the provisional dissertation, the student is to be in contact about the best way to make this submission and the Promoter(s) are to communicate their permission for the dissertation to be defended at the promotion ceremony. Failure to meet the deadline risks deferring the acceptance of the dissertation to the following year with additional payment of fees.
- An oral defence before the assembled faculty at the time of the annual Colloquium is scheduled.
- This copy needs to have the final text and the title page to be dated with the month and year of the defence. Unless other arrangements are made, the Administrative Assistant will see that twenty-four soft bound copies of the final dissertation are made.
- A *separate* copy of the Summary and Abstract in English is to be submitted with it.
- On separate sheets, the student is to indicate adequately any and all changes that were made between the provisional and the final submission. The purpose of this requirement

is to allow the Promoter and the Doctoral Committee to check the revised dissertation without having to read through it in its entirety. This implies that only the substantial changes need to be listed. A mere spelling correction does not need to be noted but as soon as sentences, footnotes, or even paragraphs are added, deleted or replaced, titles changed etc. this needs to be mentioned so as to make the evaluation easier.

#### 4.4.7 DISTRIBUTION OF THE FINAL VERSION OF A DISSERTATION:

- A copy of the summary will be sent to all doctoral faculty who do not automatically receive a copy of the dissertation and a copy of the reports by the Promoter(s), and by the assigned reader(s) will be given to the doctoral faculty at the start of the Doctoral Colloquium.
- Copies of the final dissertation will be distributed by the Administrative Assistant to the Promoter(s), the readers, members of the Doctoral Committee, the ETF library, the ETF archives, and to members of the department in which the dissertation is written.
- Professors in the other departments are informed that a copy of the dissertation is available for them from the ETF Administrative Assistant upon request.

### 4.5 INVOLVEMENT OF FACULTY AND EXTERNAL SCHOLARS

#### 4.5.1 ROLE OF THE PROMOTER OR SECOND PROMOTER

- The Promoter supervises the research and the writing of the dissertation.
- He or she receives successively the concept (subject and title), an account of intended approach, a preliminary outline, the proposal, and the entire dissertation, *chapter by chapter*.
- The Promoter is to give critical remarks and methodological instructions. He/she may suggest additional research and reading, and insist on improvement of spelling and style. The student should then revise the work taking into account these remarks.
- The Promoter is not to correct or rewrite paragraphs. Specific suggestions of correction should only be exemplary. The dissertation work must remain the work of the student!
- All initiative for progress on the writing of the dissertation is the responsibility of the student.

#### 4.5.2 ROLES OF THE CO-PROMOTER OR ADJUNCT-PROMOTER

- It is the decision of the Doctoral Committee whether a Co-promoter or an Adjunct-promoter is to assist the Promoter in the supervision of the work.
- A Co-promoter will be involved when the subject matter of a dissertation goes beyond the area of expertise of the Promoter and is always required for Inter-disciplinary Studies.
- An Adjunct-promoter will be involved when the Promoter needs assistance only regarding certain aspects of the subject matter or only in certain sections of the dissertation.
- It is the Promoter who has the final responsibility. The Co-promoter or Adjunct-promoter should not share their remarks directly with the student but rather give their input to the Promoter who can then (possibly screen or annotate them and then) share

them with the student. It is very important that a student gets one integrated reaction as two separate sets of remarks may cause confusion.

In case of joint doctorates, the second promoter fulfils the same role as that of the promoter, respecting the requirements of both institutions.

#### 4.5.3 THE REPORTS ('GUTACHTEN')

- The Promoter, Co-promoter, Adjunct-promoter and the reader(s) are to provide the Doctoral Committee with a written REPORT BY MARCH 15 (OR OCTOBER 31). The report of the Promoter should first, by way of summary, contain a short overall evaluation, and then go on to comment on the dissertation chapter by chapter taking into account the following aspects:
  - (1) The original contribution of the dissertation beyond the given state of research,
  - (2) the adequacy of the methods used,
  - (3) the mastery of primary sources as well as the international scholarly literature and
  - (4) the stringency of the argument developed and the correctness of style and form.

*There must be no grade on these reports, which are based on the provisional dissertation!* Reports for the Doctoral Committee are to be sent to the Administrative Assistant for distribution.

- A copy of the dissertation or summary is sent to all doctoral faculty. The reports are distributed to appropriate members of the doctoral faculty by the administrative assistant at the outset of the Doctoral Colloquium. The reports are strictly confidential and are not to be seen by anyone except the members of the doctoral administration and faculty.

#### 4.5.4 ROLE OF INTERNAL AND EXTERNAL READERS, DOCTORAL COMMITTEE AND OTHER FACULTY MEMBERS

- Should the Promoter, Co-promoter or Adjunct-promoter belong to the ETF faculty, an external reader will be appointed by the Doctoral Committee.
- Should the Co-promoter or Adjunct-promoter be from outside the ETF faculty, an internal reader will be appointed.
- If there is no Co-promoter or Adjunct-promoter, an internal as well as an external reader is engaged.
- The readers should provide the faculty with a well-founded evaluation. They should be specialists who have not been involved in the preparation of the dissertation.
- When there is indication from the early reader reports that the evaluation is significantly divided, the Doctoral Committee will seek to assign more readers.
- All members of the faculty are entitled to read and evaluate the dissertation as well, but at the time of examination the examining jury must be able to count on the comments of the appointed readers. Their assessment will usually carry more weight than the evaluation by other faculty members.
- It is preferable that the internal and the external reader are present during the promotion ceremony and take part in the questioning (i.e. oral examination) of the candidate and the deliberation that follows. If a reader is unable to attend the ceremony,

his or her written evaluation will be taken into account during the deliberation. In the written or oral report each reader should clearly state whether he considers the dissertation conform to Ph.D. standards.

- The examining body of professors come to an agreement whether or not to award the doctoral degree to the promovendus, and what, if any, honours are to be bestowed.

## 4.6 Formal requirements FOR THE DISSERTATION

### 4.6.1 FORMAT AND BINDING

- The student is responsible to make sure that the technical requirements are fully met. He may check this by sending a few sample pages for verification.
- The text must be typed, single spaced, so that it may be printed on both sides of A4 size paper.
- Only the name of the author and the title may be printed on the spine.
- It is important to remember that blank pages require a blank insert. Such inserts are to be counted but not numbered.
- Chapters and other such separate sections are to begin on a right-hand page.

### 4.6.2 STYLE

The style of the writing must be clear, somewhat businesslike and correct. It should respect the conventions of academic literature that are found in international scholarly journals.

### 4.6.3 BIBLIOGRAPHICAL DESCRIPTION IN NOTES AND BIBLIOGRAPHY

- Students must follow the latest edition of 'Turabian' for their notes and bibliography, as well as other matters of style and format not specifically addressed in the ETF Doctoral Handbook.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Editorial Staff. Chicago: University of Chicago Press, 2007.

- A useful guide to the Turabian method applied specifically to academic writing in religion and theology and from an international perspective:

McIntosh, Lawrence D. *A Style Manual for the Presentation of Papers and Theses in Religion and Theology*. 1994. Corrected repr.; Wagga Wagga, NSW Australia: Centre for Information Studies Charles Sturt University, 1995.

- Turabian offers two fundamentally different ways of referencing: Footnote Style and Text Reference Style. Both are permissible, as long as the promoter agrees. However once a style of Turabian is chosen, consistency is paramount.
- Slight variation to Turabian's guidelines is permitted, provided that consistency is kept.
- For dissertations written in a language other than English, a few amendments to the Turabian notations have to be made:

- Turabian says that cities that have anglicized names (Cologne, not Köln; Rome, not Roma) should be used in publisher' details in the English style rather than the way it is spelled in the original language. However, in a dissertation in another language (like German or Dutch), the city name is spelled as on the title page of the piece of literature referred to.
- For abbreviations in the bibliographic description there are two options:
  - (1) The abbreviation that is current in the language of the dissertation is used for books in any language. In Dutch academic work the name(s) of the editor(s) are followed by "red." (for the Dutch "onder redactie van") or "ed." (for the Latin *edidit* = "has edited" or *ediderunt* = "have edited"). The abbreviation "eds." is not to be used in Dutch papers.
  - (2) In the bibliographical description of a book in a certain language, use the abbreviation that is conventional for that language. For English books: "ed." or "eds.", for German books: "hrsg." (herausgegeben), for French books: "éd.", for Dutch books: "red." (onder redactie van) or "ed." (*edidit* or *ediderunt*). The problem is that one must know the conventional abbreviation for every language of used literature. For that reason most will prefer the first option.
- Using English abbreviations or terminology in German or French papers is only acceptable in areas where this is the general convention (i.e. with certain computer related citations).

## 4.7 DETAILS FOR PARTS OF THE DISSERTATION

### 4.7.1 COVER

- The cover of ETF dissertations must be in Dutch and identical to the title page.

### 4.7.2 TITLE PAGE

- The title page of ETF dissertations must be in Dutch, following the model printed in the appendix at the back of this handbook.
- Students should add a second title page in the language of the dissertation (if it is not in Dutch), with the title "Translation of the Title Page".

Samples in English and German are provided in the appendix.

- Internal or external readers should not be mentioned on the title page, only promoters, co-promoters, or adjunct-promoters.

### 4.7.3 ABSTRACT

- A half page 'Abstract' in English and in the language of the dissertation (if different) should be provided *both* bound at the beginning of the dissertation *and* on a separate sheet.
- An extra 'Abstract' in another language, such as that of the country in which the promovendus is working is permitted.

#### 4.7.4 TABLE OF CONTENTS

The table of contents must include reference to all levels, except when a table of contents is printed at the beginning of each chapter. In that case the general table includes only one or two levels.

#### 4.7.5 PREFACE

A preface is a short address to the reader, in which reference can be made to situational information that is not directly related to the method or the content of the dissertation.

#### 4.7.6 FOOTNOTES

- Footnotes are used to:
  - (1) Acknowledge sources even if not directly quoted unless the alternate reference style is used.
  - (2) Further explain the meaning or setting of data, if supplying this information in the body text would reduce the readability;
  - (3) List authors holding to an opinion described in the body text.
- Footnotes must always be brief, concise, and to the point. If more extensive additional material is needed, this should be offered in an appendix.
- The numbering of footnotes starts again at the beginning of each new chapter.
- Endnotes are not allowed.

#### 4.7.7 INTRODUCTION

- States the problems;
- Limits the subject;
- Formulates the thesis that will be defended;
- Traces the history of research of the subject and outlines the present range of opinion;
- Demonstrates the timeliness of this study;
- Describes the methods that were followed and shows their suitability;
- Gives an account of the presuppositions that are held.
- Reflects on the position of the researcher in relation to the subject of research. (Is the author an insider or an outsider, a participant or an observer, etc.?)

#### 4.7.8 BIBLIOGRAPHY

All literature that is used in the dissertation, and consequently referred to in the notes, must be listed in the bibliography. Works that have not contributed directly to the realization of the dissertation need not be included. However, they may also be listed in the event that the author still wants to show that he or she is aware of certain works but has (presumably) decided they do not contribute. Works that were in no way consulted should not be listed or at least not without giving an explanation.

#### 4.7.9 SUMMARY

- A Summary in English and in the language of the dissertation (if different) of about five pages, single spaced, must be submitted. The Summary is *both* bound at the end of the dissertation *and* submitted as a separate document. It should contain a clear account of the research done, the difficulties that have been encountered and the methodological approach that has been taken.
- As with the Abstract, an extra Summary in another language, such as that of the country in which the promovendus is working, is optional.
- Copies of the Summary in English and in the language of the dissertation (if different) are distributed to every member of the faculty.

### 5. THE PROMOTION

#### 5.1 CEREMONY

The promotion ceremony is as follows:

- The Doctoral Program Coordinator leads the academic procession.
- The Rector or the Academic Dean presides, welcomes the audience and opens with prayer.
- Short introduction of the program, the Promoter, the Co-Promoter, the Adjunct-Promoter, the Internal and the External readers.
- The Promoter introduces the Promovendus (-da).
- The Promovendus (-da) summarizes the dissertation in a maximum of 20 minutes.
- The Defence of the Thesis.
- The Doctoral Program Coordinator leads the academic procession out and later, back in.
- Deliberation.
- The presider announces the result of the deliberation and reads the Doctor's Bull.
- Hooding by the presider and the Promoter.
- Congratulations from the members of the faculty.
- Closing prayer by the Promoter.
- Announcement regarding reception, the academic procession leaves.

#### 5.2 GOWNS

At graduation services, preferably all examiners wear academic gowns. Each faculty member can have either his own gown or the colours of the faculty of the ETF.

The Promovendus (-da) wears a robe as well. Only after passing the examination will the student be hooded. Doctoral regalia for ETF are presently being ordered from Oak Hall in the United States. The ETF choice is the 'Madison' regalia with optional choice of the type of material. It should be noted that ETF uses 'red cording' to outline the velvet panels and bars of the hood. As a norm a cap is not used in our promotions. Information is available from

the internet (<http://www.oakhalli.com/>) or you might contact Oak Hall Industries at the following address:

Oak Hall Industries (Telephone: +1 540 387 0000)  
840 Union Street  
Salem, Virginia 24153 U.S.A.

ETF also provides the option of renting a gown and/or hood. Sizes available are small, medium and large. Rental prices are:

Gown & Hood	€ 60,00
Gown	€ 47,00
Hood	€ 18,00

### 5.3 ORAL PRESENTATION

In a maximum of 20 minutes (100 words = about one minute) the student presents his or her thesis. It is a presentation of the central contribution and a concise argumentation rather than a mere summary of the dissertation. The presentation must be in English.

### 5.4 QUESTIONING, OPPOSITON, AND DEFENSE

After the presentation questions may be asked in the following order:

- Co-promoter, Adjunct-Promoter, External Reader, Internal Reader;
- Other faculty members involved in the evaluation of the dissertation;
- Members from the audience (but only if requested of the president beforehand)

These questions may be simply asking for additional information or clarification. However, it is also allowed to ask questions reflecting an opposing view or concern about overlooked data or interpretations.

The Promovendus (-da) answers the questions as briefly as possible, referring to the dissertation as appropriate and justifying omissions or controversial interpretations.

### 5.5 DELIBERATION

After the defence, the examining body retreats for a deliberation.

The evaluations by the members of the examining body are taken into account and summed up by the presiding officer.

### 5.6 GRADING AND HONORS

- The grading procedure for doctoral promotions involve *Five Possibilities*:
  - (1) Not acceptable. Note that usually the candidate would *not* have been scheduled for promotion if the Doctoral Committee had reason to think this the likely result.
  - (2) Acceptable. The degree would be conferred without a grade being announced. (This is sometimes referred to as “rite” or sufficient.) The requirements for a Ph.D. dissertation are fully met. For those without strong academic backgrounds or current contexts, this is an honourable result and no cause for shame. However, ETF would need to see some improvements before authorizing publication as it stands.

- (3) Cum laude. The degree is publicly conferred “with honours.” The dissertation is a distinguished work. It should be published as it stands or with only minor corrections.
  - (4) Magna cum laude. Conferred “with high honours.” The dissertation is very distinguished. ETF is especially pleased to have this work associated with our faculty. Extra effort and/or insight were demonstrated in handling the subject, above what would have been ordinarily expected.
  - (5) Summa cum laude. Conferred “with highest honours.” The dissertation is a truly exceptional achievement, worthy of a mature scholar. Significantly new ground is broken and/or established views have been clearly overturned.
- In making the decision as to the grade, the presiding officer considers *Two Components*:
    - (1) The dissertation in its **final** written form is worth four-fifths.
      - (a) The Promoter(s) and assigned inside and outside readers are each to report a recommended grade (from the above five possibilities) in writing separately from but at the same time as their final written comments based on the final dissertation. Such grades should not be as high as they would be otherwise if promoters/readers have been especially heavily involved in getting the dissertation into its final form.
      - (b) Although the Promoter’s written evaluation is especially valuable because of long involvement, this grade is not given more weight since the degree is awarded by the faculty as a whole.
    - (2) The oral defence of the dissertation will be worth one-fifth.
      - (a) During the deliberation the presiding officer reports the grades on the written dissertation but without identifying who gave which.
      - (b) All professors in attendance at the defence and deliberation, whether or not they have read the whole dissertation, may indicate their grade for the oral defence when, and in the manner requested by the presiding officer.
      - (c) Even though it only counts one-fifth, when the grades on the written dissertation are divided, a good defence would confirm the higher grade and a poor one the lower.

## 6. COPYRIGHT AND PUBLICATION

Copyright remains with the ETF, although the graduate is normally urged to have the dissertation published as soon as possible in one or more ways. However, before granting permission to do so, the Doctoral Committee may require that some changes be made. Therefore, the graduate must submit a request in writing to the Doctoral Committee and indicate any changes made since the promotion and to inform the Committee as to who has agreed to publish or to whom it will be submitted for consideration.