



# **FACULTY OF THEOLOGY AND RELIGION**

**Handbook for the Master of Theology in  
Applied Theology  
2016-17**

## INDEX

*\*This handbook applies to students starting the course in Michaelmas term 2016. The information in this handbook may be different for students starting in other years.\**

INTRODUCTION .....	3
TEACHING, ADMINISTRATION AND STUDENT REPRESENTATION .....	4
1.1. TEACHING .....	4
1.2 ADMINISTRATION .....	7
1.3 STUDENT REPRESENTATION .....	7
REGULATIONS, AIMS AND OBJECTIVES .....	8
2.1. UNIVERSITY REGULATIONS .....	8
<i>A. Master of Theology in Applied Theology .....</i>	<i>8</i>
<i>B. Postgraduate Diploma in Applied Theology.....</i>	<i>13</i>
2.2. AIMS AND OBJECTIVES .....	14
A. CORE UNITS .....	15
B. OPTIONAL UNITS .....	17
SUBMISSION AND ASSESSMENT .....	25
3.1 INSTRUCTIONS FOR SUBMISSION OF PART I ESSAYS .....	25
3.2 THE DISSERTATION.....	26
3.3 VIVA VOCE PROTOCOL .....	27
3.4 STYLE AND PRESENTATION OF EXTENDED ESSAYS AND DISSERTATION ..	27
3.5. EXTENSIONS AND SUSPENSIONS .....	29
GRADE DESCRIPTORS AND EXAMINERS' CONVENTIONS .....	30
4.1 GRADE DESCRIPTORS .....	30
4.2 EXAMINERS' CONVENTIONS .....	30
APPENDICES.....	
APPENDIX A: IMPORTANT DATES .....	31
APPENDIX B: GUIDELINES FOR PART II SUPERVISORS.....	32
APPENDIX C: CORE TEACHING SCHEDULE.....	33
APPENDIX D: GRADE DESCRIPTORS.....	35
APPENDIX E: REGISTRATION, PEOPLE, PLACES, AND INSTITUTIONS.....	37
ESSAY AND DISSERTATION FORMS.....	42

## **INTRODUCTION**

Congratulations on gaining your place to read for the MTh in Applied Theology. The MTh is a part-taught, part-research degree of the Faculty of Theology and Religion in the University of Oxford. It can be studied full-time for two years or part-time for up to four years. Full-time students may also apply to transfer to part-time status at the completion of their first year, giving a further two years for Part II of the degree. Part I requires successful completion of four units, each assessed by means of a 7,000 word essay; Part II requires successful completion of a dissertation of 15-20,000 words on an agreed subject in Applied Theology.

The course is offered by a number of Participating Institutions within Oxford under the auspices of the Board of the Faculty of Theology and Religion and is supervised by the MTh Studies Committee which consists of representatives of each of the Participating Institutions, the Faculty Board and the Examiners. Each Participating Institution will have a course tutor or director of studies for the MTh programme. An appointed Faculty Board representative chairs the MTh Studies Committee, and the Faculty office oversees administrative aspects of the course.

## TEACHING, ADMINISTRATION AND STUDENT REPRESENTATION

### 1.1. TEACHING

**1. What is meant by taught course?** The MTh is taught in a way similar to Oxford graduate research courses and it is effectively a research degree with some compulsory elements on which background teaching is offered. Unlike some MPhils and MSts, especially those examined by three hour exams, there is not a very closely prescribed content for specific units. (The taught aspect of the MSt, which is akin to undergraduate tutorial teaching, is only done for papers geared towards a three hour written examination, which have clear sets of questions according to a syllabus. This does not apply to the MTh.) A degree with a large research component like the MTh cannot be taught in the same way since the syllabus is not circumscribed in the same way. General lectures and seminars are offered centrally for core papers (units 1 and 2), but the remainder of the work in Part I is overseen by a College tutor/supervisor. The topic of the assessed essay and its title, which must fall within the rubric for the paper in question, is agreed between the student, the supervising tutor and the examiners. Supervisors for Part I essays are appointed by the Participating Institutions. For Part II dissertation supervisors are appointed by the MTh Studies Committee on behalf of the Faculty Board.

A timetable of core teaching for this academic year can be found in the appendices at the end of this Handbook.

**2. Core Teaching.** Core lectures and seminars are arranged for two hours each week during Part I of the course and consist of: i) an introduction to Applied Theology; ii) themes in Doctrine, Context and Practice; and iii) methodologies and approaches relevant to the Experiential Project. The topics are geared towards the kinds of areas which would be acceptable for the Doctrine, Context and Practice Unit and the Experiential Project and also offer an overview of the whole field of Practical/Applied Theology. See Appendix D for full details

Students should discuss carefully the choice of their optional units with their course director. Not all options may be available in any given year. Where numbers are sufficient specific MTh lectures may be offered in optional subject areas, but relevant background teaching for a number of the units is normally available through the Faculty of Theology and Religion Lecture List, e.g. Use of the Bible, Sociology of Religion, Christian Ethics, and Science and Religion. In addition background teaching relevant for some units may also be available in a student's Participating Institution e.g. Liturgy and Worship, Spirituality, Mission in the Modern World, Inter-Faith Dialogue and Ecclesiology. In addition to this background teaching students should discuss with their director of studies the appropriate supervision for their MTh essay. For some subjects it is advisable that the student already has some knowledge of the appropriate disciplines, e.g. psychology for Pastoral Psychology, natural sciences for Science and Religion.

**3. Supervision.** It is the responsibility of the Participating Institution to ensure that there is adequate supervision for each subject. There is also an overall course supervisor (the course tutor or director of studies) in each college who should act as mentor, and who may also be the subject tutor for certain units. Colleges should arrange appropriate teaching, which may be seminars or tutorials depending on numbers. Possible ideas for essays should be discussed in the context of the Participating Institutions' supervision system: guidance should be given, supporting work offered and marked, and a long essay proposal should be formulated in consultation with an appropriate tutor and supervision offered, including the reading of draft essays. If College staff are not able to offer supervision in a

particular subject they should ask for support from a tutor in another Participating Institution or another member of the Faculty of Theology and Religion.

Prior to submitting an essay or dissertation proposal to MTh Committee, the student must ensure that the proposal has been seen and approved by an academic supervisor for that subject. The role of MTh Studies Committee is to provide academic rigour, but they expect any proposal that comes before them to have the prior approval of their supervisor. An academic supervisor is defined as either the course leader/college co-ordinator, or the person they have engaged to supervise the particular piece of work. If you have a proposal approved, and wish to amend the title or focus of the work prior to submitting, permission must be sought from MTh Studies Committee.

**4. Research Seminar.** In common with other graduate programmes in Theology the Faculty has developed a Research Seminar in Practical/Applied Theology which convenes two or three times each term to allow exchange of ideas and current research areas to be available to interested teachers and graduate students in Oxford. Although not a requirement of the MTh Course, MTh students are encouraged to attend the Research Seminar to gain an insight into the field and develop a feel for the range of approaches and themes being studied within Practical/Applied Theology. This is normally scheduled on the same day as the core lectures to allow ease of access. The Seminar is co-ordinated by Dr Liz Hoare and Dr Cathy Ross.

#### **GRADUATE SUPERVISION SYSTEM (GSS)**

At the end of each term, your supervisor(s) will submit a report on your academic progress. To facilitate this reporting, the University operates an online Graduate Supervision System (GSS). Within this system, you have the opportunity to contribute to your termly supervision reports by reviewing and commenting on your own progress.

You are strongly encouraged to take the opportunity to review and comment on your academic progress, any skills training you have undertaken or may need to undertake in the future, and on your engagement with the academic community (e.g. seminar/conference attendance or any teaching you have undertaken).

Your tutor will review and comment on your academic progress and performance during the current term and assess skills and training needs to be addressed during the next term. Your tutor should discuss the report with you, as it will form the basis for feedback on your progress, for identifying areas where further work is required, for reviewing your progress against an agreed timetable, and for agreeing plans for the term ahead.

When reporting on academic progress, students on taught courses should review progress during the current term, and measure this progress against the timetable and requirements for their programme of study.

All students should briefly describe which subject-specific research skills and more general personal/professional skills they have acquired or developed during the current term. You should include attendance at relevant classes that form part of your programme of study and also include courses, seminars or workshops offered or arranged by your faculty or the Division. Students should also reflect on the skills required to undertake the work they intend to carry out. You should mention any skills you do not already have or you may wish to strengthen through undertaking training.

If you have any complaints about the supervision you are receiving, you should raise this with your Director of Graduate Studies. You should not use the supervision reporting system as a mechanism for complaints.

Students are asked to report in weeks 6 and 7 of term. Once you have completed your sections of the online form, it will be released to your tutor(s) for completion and will also be visible to your Director of Graduate Studies and to your College Advisor. When the supervisor's sections are completed, you will be able to view the report, as will the relevant Director of Graduate Studies and your college advisor. Directors of Graduate Studies are responsible for ensuring that appropriate supervision takes place, and this is one of the mechanisms they use to obtain information about supervision. College advisors are a source of support and advice to students, and it is therefore important that they are informed of your progress, including concerns (expressed by you and/or your tutor).

To access the GSS, please visit <http://www.gss.ox.ac.uk/>. You will be able to log on to the site using your single sign-on details. Full details of how to use the site are provided at the on-line help centre, however, should you need additional support, please contact the Graduate Studies Assistant in the first instance.

## **GUIDANCE ON RESEARCH ETHICS**

### **Why do we need ethical approval?**

- To protect the dignity, rights and welfare of all those involved in the research (participants, researchers, third parties)
- To ensure all research involving human participants or personal data at the university is ethically sound
- To demonstrate that research at the University is conducted according to the highest ethical standards
- It may be required for publication in journals in the future (and is already in Australia, for example)
- Reputational issues – unethical research may have repercussions for all of us
- Finally: as a result of all of the above, it is a university requirement

### **Ethical approval in Oxford**

University policies on ethics are established by the Central University Research Ethics Committee (CUREC) <http://www.admin.ox.ac.uk/curec/>.

Normally a CUREC/1A checklist is sufficient for MTh students; this is a simple checklist that allows researchers to assess the ethical dimensions of their research. In the vast majority of cases completing the checklist shows that no additional ethical scrutiny is required and, once this has been confirmed by the Faculty the research can proceed. However, if the research subjects are children (defined as those under 18), or are vulnerable, e.g. asylum seekers, persecuted groups, people with mental health or issues, or are otherwise unable to give meaningful consent, a full

ethics approval process is normally needed. This requires a CUREC/2 form to be completed and assessed (the CUREC/1A checklist will indicate if CUREC/2 assessment is required).

CUREC/2 applications are reviewed by the Social Sciences and Humanities Inter-divisional research ethics committee. For frequently asked questions and a flow chart, see <http://www.admin.ox.ac.uk/curec/>

## 1.2 ADMINISTRATION

The MTh Studies Committee oversees the Master of Theology in Applied Theology on behalf of the Board of the Faculty of Theology and Religion. The MTh Studies Committee consists of:

- Two members appointed by the Faculty Board
- One member from each Participating Institution
- The Chair of Examiners

The MTh Co-ordinator serves as Chair normally for three years. The Committee is serviced by the Graduate Studies Assistant for Theology. The Chair of Examiners is appointed by the Faculty Board normally for two years. The rest of the Board of Examiners is also appointed by the Faculty Board.

Queries about the course which cannot be dealt with by your Course Director should be addressed to the MTh Co-ordinator(s), currently Dr Cathy Ross, Ripon College, Email: [cathy.ross@rcc.ac.uk](mailto:cathy.ross@rcc.ac.uk) and Dr Liz Hoare, Wycliffe Hall, Email: [liz.hoare@wycliffe.ox.ac.uk](mailto:liz.hoare@wycliffe.ox.ac.uk)

## 1.3 STUDENT REPRESENTATION

**The Graduate Joint Consultative Committee** is the main means of consultation between the Faculty of Theology and Religion in Oxford and all its postgraduate students. It includes up to five graduate students, the Chairman of the Board of the Faculty, the Director of Graduate Studies of the Faculty and the Secretary of the Faculty. Its remit is to discuss such matters as the syllabus, teaching arrangements, library facilities, general aspects of examinations and long term financial questions. No recommendations of the committee may be rejected by the Board of the Faculty of Theology and Religion without the student members having been given an opportunity of discussion with the Faculty Board.

The graduate members of the committee hold office for one year, and elections are held by post in Hilary Term each year. Only students in residence may vote, which excludes part-time MTh students, and only one member of the committee may be an MTh student. While many matters before this committee are not relevant to the MTh, it is important to keep MTh issues in contact with the other, longer-established graduate degrees in Oxford. You are urged to make sure that at least one full-time MTh graduate student is nominated for the committee in Hilary Term each year.

## REGULATIONS, AIMS AND OBJECTIVES

The Examination Regulations relating to your course are available at [www.admin.ox.ac.uk/examregs/2016-17/mt-iat-apdinappltheo/](http://www.admin.ox.ac.uk/examregs/2016-17/mt-iat-apdinappltheo/). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Graduate Studies Assistant (email: [nick.fowler@humanities.ox.ac.uk](mailto:nick.fowler@humanities.ox.ac.uk); telephone: [2]70048). The information in this handbook is accurate as at October 2016, however it may be necessary for changes to be made in certain circumstances, as explained at [www.graduate.ox.ac.uk/coursechanges](http://www.graduate.ox.ac.uk/coursechanges). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed.

### 2.1. UNIVERSITY REGULATIONS

#### *A. Master of Theology in Applied Theology*

The regulations made by the Board of the Faculty of Theology and Religion are as follows:

1. Candidates, who must be members of the University, shall be graduates in theology, or shall hold an equivalent theological qualification.
2. Full-time residential candidates will complete Part I of the course in *one year* and *one* additional residential year for Part II [dissertation]. Submission of Unit 2 may be delayed until the April submission after the first year of the course.
3. Part-time non-residential candidates will complete Part I of the course in *two years* part-time and *two* additional years for Part II [dissertation].
4. Candidates may change from full-time to part-time after the first year of study.
5. Part-time candidates shall be required to attend courses of instruction organised by the participating institutions equivalent to one day a week over six terms.
6. For part-time students there shall be no residential requirement for Part II.
7. In Part I, all candidates will take the first two units and any two others. All units in Part I are examined by extended essays of not more than 7,000 words. In addition, Unit 2 will normally be supplemented with a portfolio of supporting materials, (*which must be approved before submission by the Chair of Examiners*).
8. Part II will consist of a dissertation of between 15,000 and 20,000 words on an aspect of applied theology. All Candidates for Part II are required to present themselves for a viva voce examination unless individually dispensed by the examiners.
9. A request for approval for the specific titles of the extended essays submitted in part I, written on the appropriate form, must be submitted for consideration by the MTh Studies Committee in Applied Theology not less than two months before the date for submission of the essay for examination. Proposed topics for Part II dissertations are normally submitted to the MTh Studies Committee for approval during the Trinity Term in which you are due to complete Part I.



10. Extended essays must be the candidate's own work, and must be typed or printed on one side of the paper. Essays must include a bibliography and footnotes (only the latter being included in the word count). Candidates may receive tutorial guidance in the preliminary stages of composition; tutors may also read or comment on a first draft, giving the candidate not more than one tutorial session at this further stage. Normal graduate supervision shall be provided for the preparation of the dissertation in Part II. When submitted, the extended essays must be accompanied by a certificate signed by the candidate indicating that it is the candidate's own work. This certificate must be submitted separately in a sealed envelope addressed to the Chairman of the Examiners for the MTh. in Applied Theology at the address below.

11. Extended essays may be submitted to the Chairman of the Examiners, MTh. in Applied Theology, c/o the Clerk of the Schools, High Street, Oxford OX1 4BG, by 12 noon on the Friday before 1 May and 1 October in any year, provided that all extended essays must have been submitted by 12 noon on the Friday before 1 October following the third term in which a candidate's name has been on the register if the course is being taken full-time, or the sixth term if part-time. Candidates may delay the submission of their extended essay for Unit 2 until the May following the end of the first year of their course.

12. In Part I, a candidate whose extended essay fails to reach the level which the examiners have determined to be the pass mark (or the required average for passing Part I) may resubmit that work on one further occasion only, within the next two examination periods, provided that (save in the case envisaged in 16. below) no extended essay is submitted later than the submission of the dissertation.

13. In Part II, if the examiners are satisfied that the dissertation has reached the required level for the M.Th., but minor corrections are needed, they shall require the candidate to make these corrections before they submit their report. If the dissertation fails to reach the required level, a candidate may revise and resubmit a dissertation at one further examination period, not later than three terms after the first submission.

14. Full-time students for the M.Th. must submit their dissertation within six terms of beginning the course; part-time students must submit their dissertation within twelve terms of beginning the course; students who change from full-time to part-time status after three terms must submit their dissertation within nine terms of beginning the course. This regulation is not affected by a student's need to resubmit a Part I Unit, except in the case covered by 16. below.

15. No full-time student for the degree shall normally retain that status for more than six terms. No part-time student for the degree shall normally retain that status for more than twelve terms; and no student who changes from full-time to part-time status after the first year of study shall normally retain student status for more than nine terms.

16. A candidate whose submission for Unit 2 fails to reach the level which the examiners have determined to be the pass mark may resubmit the work on one occasion. In the event of a full-time student needing to resubmit Unit 2 in the Trinity Term of the student's second year of study, the M.Th. Studies Committee will review the case. It may at its absolute discretion grant permission, either for the resubmission to occur after the submission of the dissertation (notwithstanding 12. above), or for the submission of the dissertation to be delayed until the Trinity Term examination in the following academic year.

## **Part I (and Postgraduate Diploma in Applied Theology)**

Candidates will take the first two units and any two others.

### **1. *Doctrine, Context and Practice***

Candidates will explore the interrelationship between Christian doctrine and Christian practice in historical and social context. They will be able to demonstrate an understanding of Christian doctrine and practice as these have been developed in scripture, tradition and in the modern world.

### **2. *Experiential project with theological reflection***

Candidates will be expected to offer a theological evaluation of a project undertaken in either a church or secular setting in which the candidate shares in the concerns and experiences of those involved. They should normally submit a portfolio of material which should include relevant documentation and one or more case studies based upon contact made over a period of not less than twenty-one days and should offer a theological reflection based on this evidence. Full-time candidates may delay submission of this unit until the April submission following the end of the first year of their course.

### **3. *Sociology of Religion***

Candidates will be expected to demonstrate an understanding of the main methods of the study of religion in relation to modern society. They should consider such topics as secularisation, religious organisation, civil religion, and fundamentalism. They may also address the relationship between sociology and the different areas of theological study including biblical studies, doctrine and church history.

### **4. *Pastoral Psychology***

Candidates will study the contribution of psychological studies to pastoral understanding and practice; the principles of psychological explication with particular reference to the psychology of religious experience; the importance of the psychological dimension in particular areas of pastoral concern, for instance human development, marriage, sickness, death and bereavement.

### **5. *Science and Faith in the Modern World***

Candidates will explore the interrelationships between Christian theology and the natural sciences, with special reference to the implications for contemporary Christian practice. They will consider methodological issues in their own right, and such specific topics as the implications of evolutionary theory, or developments in fundamental physics, for the Christian doctrine of creation.

### **6. *The Use of the Bible***

Candidates will be expected to study the use of the Bible in preaching, worship, and ethics, the phenomenon of diversity in the Bible; the contribution of hermeneutics to the use of the Bible in pastoral ministry; and the quest for a critical standpoint in contextual study of the Bible.

### **7. *Christian Spirituality***

Candidates will explore critically the theological issues raised by selected well-established traditions of Christian prayer and devotion, drawing when appropriate on insights from the human sciences and from other academic disciplines. They should also consider different models of spiritual growth and spiritual guidance, drawing out the theology of ministry implicit within these.

### **8. *Liturgy and Worship***

Candidates will explore theologically the role of liturgy within Christian life, mission and discipleship, drawing when appropriate on insights from the human sciences and from other academic disciplines. They should consider such topics as the role of symbols, the relationship between the verbal and the non-verbal in worship, the relationship between liturgy and creativity, and the interaction between liturgy and culture.

### **9. *Christian Ethics***

Candidates will consider the interrelationships between Christianity and the theory and practice of the moral life. They will explore questions of fundamental moral theology, and also address selected specific ethical issues.

### **10. *Mission in the Modern World***

Candidates will study the mission of the Church in the light of the mission of God and in the context of contemporary societies and cultures. They should consider the inter-relationship of various aspects of mission such as evangelism; social and political action; dialogue with other faiths and ideologies. Candidates should evaluate the implications for mission of issues such as secularisation, urbanisation, post-colonialism and post-modernity.

### **11. *Inter-Faith Dialogue***

Candidates will study the encounter of faith communities and the development of inter-faith dialogue in plural societies. They will critically examine models of dialogue and may, if they wish, focus on the relationship of Christianity to one other faith tradition.

### **12. *Ecclesiology in an Ecumenical Context***

Candidates will examine the doctrines of the Church, the ministry and the sacraments in their relationship to the concrete realities of the life of the Church and the nature of its authority. The study will be made in the light of current thought across the Christian traditions.

## Part II

1. The title of the proposed dissertation, together with a summary, must be submitted for approval by the MTh Studies Committee in the final term of Part I of the course. The Committee shall approve a supervisor for the writing of the dissertation.
2. The dissertation (two copies) shall be submitted to the Chairman of the Examiners, MTh in Applied Theology, c/o Clerk of the Schools, High Street, Oxford, OX1 4BG, not later than 12 noon on the Friday before 1 October following the ninth term in which a candidate's name has been on the register if the course is being taken full-time or the twelfth term if part-time.
3. The dissertation must be printed or typed on one side of the paper only, with a margin of 3 to 3.5 cms on the left-hand edge of each page, and must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable.
4. The completed dissertation must be accompanied by a signed statement by the candidate that it is his or her own work except where otherwise indicated. This statement must be submitted separately in a sealed envelope addressed to the Chairman of the MTh Examiners at the above address. See Appendix F
5. All candidates are required to present themselves for a *viva voce* examination unless individually dispensed by the examiners.
6. Certain successful theses, on the recommendation of the examiners, should be deposited in the Theology Faculty Library. The library copy of the dissertation must be in a permanently fixed binding, drilled and sewn, in a stiff board case in library buckram, in a dark colour, and lettered on the spine with the candidate's name and initials, the degree and the year of submission.

### ***B. Postgraduate Diploma in Applied Theology***

The regulations made by the Board of the Faculty of Theology and Religion are as follows:

1. The entry requirements for the course are as prescribed in A. above.
2. A candidate may complete the course either in ONE year full-time [residential] *or* TWO years part-time [non-residential].
3. Part-time candidates shall be required to attend courses of instruction organized by the participating institutions for one day a week during six terms, together with one three-day residential study conference organised by the MTh Studies Committee in each of the two years of their course.
4. The examination will consist of an extended essay of up to 7,000 words on each of the two compulsory and two optional units of Part 1 of the MTh course as set out above. The regulations concerning extended essays are as prescribed at A.4 above.
5. No full-time student for the Diploma shall retain that status for more than three terms in all, and no part-time student for that award shall retain that status for more than six terms in all.
6. Candidates who have successfully completed the Diploma at an appropriate level may subsequently proceed to Part II of the MTh on the recommendation of the MTh Studies Committee. At the discretion of the Committee, transfer of Diploma candidates to Part II of the MTh course may be allowed to those candidates who have reached the required standard in the four papers submitted by the end of their first year.

## **2.2. AIMS AND OBJECTIVES**

### **Aims and Objectives: *Master of Theology in Applied Theology***

#### **AIM**

To develop theological reflection upon the practice of Christian faith, in the community of the church and in society.

#### **OBJECTIVES**

1. To be able to discern the theological dimension within the social structures, institutions and relationships in which faith is embodied.
2. To develop the skill of integrating Christian theology with a range of human experience in the modern world.
3. To gain some sense of the appropriate use of the human sciences in relation to theological enquiry.
4. To use the skills gained from the taught part of the course in theological reflection on a period of experience in a pastoral context.
5. To use the skills developed in Part I of the course to write a dissertation which engages in theological reflection on some area of the practice of faith.

### **Aims and Objectives: *The Postgraduate Diploma in Applied Theology***

#### **AIM**

To develop theological reflection upon the practice of Christian faith, in the community of the church and in society.

#### **OBJECTIVES**

1. To be able to discern the theological dimension within the social structures, institutions and relationships in which faith is embodied.
2. To develop the skill of integrating Christian theology with a range of human experience in the modern world.
3. To gain some sense of the appropriate use of the human sciences in relation to theological enquiry.
4. To use the skills gained from the taught part of the course in theological reflection on a period of experience in a pastoral context.

## **A. AIMS AND OBJECTIVES: CORE UNITS**

### **UNIT 1: PAPER 9563 DOCTRINE, CONTEXT AND PRACTICE**

*Candidates will explore the inter-relationship between Christian doctrine and Christian practice in historical and social context. They will be able to demonstrate an understanding of Christian doctrine and practice as these have been developed in scripture, tradition and in the modern world.*

#### **AIMS:**

1. To enable students to explore the relationship between Christian doctrine, the context of church and society and pastoral experience.
2. To enable students' theology to be better shaped by their practice, and their practice to be better informed by theology.

#### **OBJECTIVES:**

Competent and diligent students who follow this course will become better able:

1. To know and use a variety of methods and approaches to the practice of applied theology.
2. To understand the way that theological concepts and pastoral practice mutually influence each other.
3. To bring Christian doctrine as developed in scripture, traditional formulations and modern theology into interaction with people's experience in the present day.

#### **Means of Achieving Objectives:**

A centrally organised series of 16 lectures and/or seminars in Michaelmas and Hilary Terms. In addition each participating institution will arrange further seminar and/or tutorial support.

#### **Assessment:**

Assessment is by externally assessed seven thousand word essay. The course also requires preparation for and participation in lectures, seminars and tutorials.

## **UNIT 2: PAPER 9553 AN EXPERIENTIAL PROJECT WITH THEOLOGICAL REFLECTION**

*Candidates will be expected to offer a theological evaluation of a project undertaken in either a church or secular setting in which the candidate shares in the concerns and experiences of those involved. They should normally submit a portfolio of material which should include relevant documentation and one or more case studies based upon contact made over a period of not less than twenty-one days and should offer a theological reflection based on this evidence. Full-time candidates may delay submission of this unit until the April submission following the end of the first year of their course.*

### **AIM:**

To enable students to use their skills in Applied Theology in offering a considered evaluation of a project undertaken in a church or secular setting in which the student has shared in the concerns and experiences of those involved.

### **OBJECTIVES:**

1. Students will have had at least twenty-one days contact with the project.
2. Students will have acquired an ability to reflect theologically upon the situation using the doctrinal and other skills acquired during the course.

### **Means of Achieving Objectives:**

Participation in the Core Teaching Programme and successful completion of Unit 1 (Doctrine, Context and Practice) will provide key skills for this unit. Full personal involvement in the project will provide material for the personal response and reflection with which these skills need to interact. Seminars and periods of appropriate preparation prior to the student's beginning the project and two periods of supervision for the essay.

### **Assessment:**

Assessment is by externally assessed seven thousand word essay. Candidates should normally submit a portfolio of material which should include relevant documentation and one or more case studies in relation to the project. In addition every institution requires preparation for and participation in seminars and tutorials.

**Any research involving human participants and personal data needs to be approved by the University's Research Ethics Committee. Please refer to guidance on Research Ethics at the beginning of this Handbook and the University's website: <http://www.admin.ox.ac.uk/curec/>.**



**B. AIMS AND OBJECTIVES: *OPTIONAL UNITS***  
**(Candidates must offer TWO of the following papers)**

**UNIT 3: PAPER 9564 SOCIOLOGY OF RELIGION**

*Candidates will be expected to demonstrate an understanding of the main methods of the study of religion in relation to modern society. They should consider such topics as secularisation, religious organisation, civil religion, and fundamentalism. They may also address the relationship between sociology and the different areas of theological study including biblical studies, doctrine and church history.*

**AIM:**

To enable candidates to recognize and explore the main methods of the study of religion in relation to modern society.

**OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Have been introduced to various approaches to the sociology of religion.
2. Have reflected upon theological critiques of the manner in which societies are shaped and sustained.
3. Be able to comment critically on aspects of the social context of theology.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

**UNIT 4: PAPER 9554 PASTORAL PSYCHOLOGY**

*Candidates will study the contribution of psychological studies to pastoral understanding and practice; the principles of psychological explication with particular reference to the psychology of religious experience; the importance of the psychological dimension in particular areas of pastoral concern, for instance human development, marriage, sickness, death and bereavement.*

**AIM:**

To enable students to gain an understanding of pastoral psychology and to encourage critical reflection on psychological issues arising in pastoral ministry.

**OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Understand something of the contribution of psychological studies and theories to pastoral understanding and ministerial practice, including developmental and social psychology, applied psychologies, and psychological approaches to understanding personhood and personality.
2. Be able to reflect on the importance of the psychological dimension in particular areas of pastoral concern, such as: conflict, sexuality, marriage, depression, disability and bereavement.
3. Be able to demonstrate integration of theological, pastoral, and experiential material with the primarily psychological content of the essay.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

**UNIT 5: PAPER 9562 SCIENCE AND FAITH IN THE MODERN WORLD**

*Candidates will explore the interrelationships between Christian theology and the natural sciences, with special reference to the implications for contemporary Christian practice. They will consider methodological issues in their own right, and such specific topics as the implications of evolutionary theory, or developments in fundamental physics, for the Christian doctrine of creation.*

**AIM:**

To enable students to engage in the dialogue between Christian theology and modern science through an exploration of cosmology, modern biology and genetics, ecology and bioethics.

**OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Have been introduced to the various methodologies and understanding of epistemology in science and theology.
2. Have acquired a critical knowledge of the central issues in a scientific and theological understanding of the creation of the universe and of life.
3. Be able to critically compare and discuss these disciplines and develop a doctrine of creation and a theology of earthkeeping.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

**UNIT 6: PAPER 9555 THE USE OF THE BIBLE**

*Candidates will be expected to study the use of the Bible in preaching, worship, and ethics, the phenomenon of diversity in the Bible; the contribution of hermeneutics to the use of the Bible in pastoral ministry; and the quest for a critical standpoint in contextual study of the Bible.*

**AIM:**

To enable students to explore the ways in which the Bible has been used in a variety of pastoral and ecclesial contexts and thereby to develop critical and hermeneutical tools for the contextual study of the Bible.

**OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Have achieved a sense of the variety of uses and influences of the Bible.
2. Have reflected upon the contribution of hermeneutics to understanding the use of the Bible in pastoral ministry.
3. Have reflected upon criteria employed in the quest for a critical standpoint in the contextual study of the Bible.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

## **UNIT 7: PAPER 9565 CHRISTIAN SPIRITUALITY**

*Candidates will explore critically the theological issues raised by selected well-established traditions of Christian prayer and devotion, drawing when appropriate on insights from the human sciences and from other academic disciplines. They should also consider different models of spiritual growth and spiritual guidance, drawing out the theology of ministry implicit within these.*

### **AIM:**

To enable candidates to explore and evaluate traditions of spirituality in the life of the Church.

### **OBJECTIVES:**

Competent and diligent students who follow this course will become better able:

1. To discuss critically some of the debates surrounding the concept of spirituality.
2. to comment critically upon traditions of spirituality with particular reference to current developments
3. to assess the practice of prayer in the life of the Church from a variety of perspectives, both theological and empirical

### **Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

### **Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

## **UNIT 8: PAPER 9566 LITURGY AND WORSHIP**

*Candidates will explore theologically the role of liturgy within Christian life, mission and discipleship, drawing when appropriate on insights from the human sciences and from other academic disciplines. They should consider such topics as the role of symbols, the relationship between the verbal and the non-verbal in worship, the relationship between liturgy and creativity, and the interaction between liturgy and culture.*

### **AIM:**

To enable candidates to explore and evaluate traditions of worship in the life of the Church.

### **OBJECTIVES:**

Competent and diligent students who follow this course will become better able:

1. to comment critically upon traditions of worship and spirituality with particular reference to current developments
2. To discuss critically some of the theological and more generally theoretical issues raised by the practice of liturgy.
3. To assess the place of liturgy in the life of the Church from a variety of perspectives, both theological and empirical.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

**UNIT 9: PAPER 9560 CHRISTIAN ETHICS**

*Candidates will study Christian ethics either on its own or in relation to other contemporary patterns of moral thought. Special regard will be shown to the perspective of Christian moral thinking on particular questions in personal and social ethics.*

**AIM:**

To enable students to acquire knowledge of Christian moral concepts, to relate these to other contemporary patterns of moral thinking, and thus to develop critical theological engagement with contemporary moral and social problems.

**OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Have a broad understanding of the central concepts and the shape of conceptual debates within Christian moral thought.
2. Have, within this understanding, the ability to evaluate those aspects of the Christian tradition of moral thinking which relate to their intended special study for the Christian Ethics examination essay.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

## **UNIT 10: PAPER 9556 MISSION IN THE MODERN WORLD**

*Candidates will study the mission of the Church in the light of the mission of God and in the context of contemporary societies and cultures. They should consider the inter-relationship of various aspects of mission such as evangelism; social and political action; dialogue with other faiths and ideologies. Candidates should evaluate the implications on mission of issues such as secularisation, urbanisation, post-colonialism and post-modernity.*

### **AIM:**

To enable candidates to gain knowledge and understanding of the nature of Christian Mission in contemporary society through critical reflection on the theology and practice of mission in recent history and in the modern world.

### **OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Examine the biblical and theological foundations of Christian mission in the mission of the triune God.
2. Study some illustrative examples of the process of mission in history, especially from the eighteenth century onwards, and with special reference to various forms of colonialism and imperialism.
3. Consider the relationship between the Church and mission.
4. Study societal developments during the modern period and their bearing on mission.
5. Critically examine the relationship between Church, mission and culture with particular reference to the concepts of contextualization, syncretism and inculturation.

### **Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

### **Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials

## **UNIT 11: PAPER 9559 INTER-FAITH DIALOGUE**

*Candidates will study the encounter of faith communities and the development of inter-faith dialogue in plural societies. They will critically examine models of dialogue and may, if they wish, focus on the relationship of Christianity to one other faith tradition.'*

### **AIM:**

To enable candidates to gain knowledge and understanding of the nature and methods of dialogue between Christians and people of other faith traditions.

### **OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Critically examine the aims, purpose and methods of inter-faith dialogue.
2. Consider the relationship between inter-faith dialogue and mission.
3. Study specific examples of encounter between Christianity and one or more non-Christian religious traditions.
4. Be able to recognise and respond sensitively to multi-cultural and multi-faith issues in contemporary society.

### **Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

### **Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.

## **UNIT 12: PAPER 9557 ECCLESIOLOGY IN AN ECUMENICAL CONTEXT**

*Candidates will examine the doctrines of the Church, the ministry and the sacraments in their relationship to the concrete realities of the life of the Church and the nature of its authority. The study will be made in the light of current thought across the Christian traditions.*

### **AIM:**

To enable candidates to gain skills in the analysis of the doctrines of the church, ministry and sacraments in relation to the concrete realities of the life of the church and the nature of its authority.

### **OBJECTIVES:**

Competent and diligent students who follow this course will:

1. Have acquired an understanding of the major themes of the doctrine of the church, ministry and sacraments.
2. Have acquired knowledge of current thought in ecclesiology across a range of different Christian traditions.

3. Have gained an understanding of the relationships between the doctrine of the church and its applications to contemporary issues in the churches.

**Means of Achieving Objectives:**

A mixture of lectures and/or seminars may be available in the Faculty of Theology and Religion and/or the Participating Institution, together with appropriate tutorial support arranged by the student's director of studies.

**Assessment:**

Assessment is by externally assessed seven thousand word essay. In addition every institution requires preparation for and participation in seminars and tutorials.



## SUBMISSION AND ASSESSMENT

### 3.1 INSTRUCTIONS FOR SUBMISSION OF PART I ESSAYS

Prior to submission of essays for examination you will have:

- Officially entered the examination for that paper by completion of the Examination Entry Form (issued by the Academic Records Office) and submission of that form to the Examination Schools.
- Submitted a *Graduate Submitted Work title approval form* (available to download from the WebLearn site, or found at the back of this Handbook) and received email confirmation from the secretary that your title has been approved by the MTh Studies Committee. *Please note that although a proposed outline is submitted with the title, it is only the title which is approved and in relation to which your essay will be examined.*

Deadlines for these stages of the process are given in Appendix A: Important Dates.

1. You must submit *two copies* of each extended essay. All submitted work should be double-spaced in font-size 12.
2. Written work must include a coversheet. A template can be found at the back of this Handbook.
3. Both copies must be *bound*, in a way which allows the text to be immediately accessible. Do not use simply a paperclip, or a slipcase which must be removed to read the text. Pages should be clearly numbered consecutively.
4. You must submit to Examination Schools all the material for *each paper* in one envelope:
  - Two copies of the extended essay
  - A declaration that the submitted work is all your own work. A copy of this form can be found at the back of this Handbook.

Do NOT bind the declaration to the extended essay.

5. *Record* on the front of the envelope:
  - Course: MTh in Applied Theology
  - Title of Paper
  - Candidate Number (NOT your name)
6. Please ensure you receive a receipt for your essays when you hand them in at Schools.
7. NOTE: Late submission (i.e. after 12 noon) will be reported to the Proctors, who may impose a financial penalty. The examiners may also impose an academic penalty.

**\*\*Please note that essays will not be returned to students once they have been marked\*\***

### 3.2 THE DISSERTATION

In consultation with your MTh tutor you will need to consider a possible topic for your dissertation. You will need to submit a proposed title and nominate a supervisor to the MTh Studies Committee, using a Title Approval Form (which can be found at the back of this Handbook). The form must be accompanied by a summary of how you propose to treat the subject, together with a bibliography consisting of approximately twenty titles. Full-time students should aim to submit this form in Trinity Term of their first year (even if they propose to switch to part-time status at the end of that year); part-time students should submit this form in Trinity Term of their second year. If the Committee approves your proposal and supervisor, your form will be returned to you to re-submit at the time when you submit your dissertation. It is not unusual for the MTh Studies Committee to request changes or additions to your proposal and you should respond to its suggestions positively.

Your tutor will work with you on preparing your initial proposal, and in finding a suitable supervisor. If your tutor judges that your proposed subject is outside his/her area of competence, s/he will arrange for you to discuss the topic with your proposed supervisor, or with another tutor whose area of expertise this is. Some potential supervisors will want to see your proposal before agreeing to supervise you, while others will want to be involved in the initial shaping of the proposal.

When appointed, your supervisor will work with you in a similar way to the supervisor for the dissertation element of other Master's degrees in Oxford. You should expect to meet for supervision two or three times a term, and your supervisor should read drafts of your work and comment on them. He or she should also set you a timetable for writing sections of the dissertation, and you would be advised to begin writing quite early on, rather than leaving it all to the end.

The dissertation must be printed or typed on one side of the paper only, with a margin of 3 to 3.5 cms on the left-hand edge of each page, and must be securely and firmly bound in either hard or soft covers. Loose-leaf binding is not acceptable. The word limit of between 15,000 and 20,000 words includes footnotes, but not bibliography. You are advised to use double spacing of the main text for readability. The front cover of your dissertation should use the Coversheet for Graduate Taught Courses, a copy of which can be found at the back of this Handbook.

The dissertation must be submitted not later than 12 noon on the Friday before 1 October following the ninth term from entry to the course if you are full-time, or the twelfth term if you are registered as part-time. Two copies of the completed dissertation must be sent or handed into Schools in a parcel addressed to the Chair of Examiners, MTh in Applied Theology, c/o Examination Schools, High Street, Oxford OX1 4BG.

The parcel should bear the words, 'MTh DISSERTATION' on the bottom left hand corner, and you should also send with it (in a separate envelope addressed to the Chair of the MTh Examiners) the form for approval of dissertation title that was returned to you earlier. You should also include a declaration that the submitted work is all your own work. A copy of this form can be found at the back of this Handbook.

Within the time-limit mentioned above, the dissertation may be examined during either the Trinity Term or Long Vacation periods of examination for the MTh, but not at other times of the year. For the Trinity examination the dissertation must be submitted not later than 12 noon on the Friday before 1 May, and for the Long Vacation examination not later than 12 noon on the Friday before 1

October.

Not long after you submit your dissertation, you will be sent a notice of the time set for your oral examination, and you must expect to come unless you are later sent a notice of dispensation. The fact that you may be living abroad is not in itself grounds for dispensation, and it may be sensible to make travel arrangements in advance. No candidates will be failed without being given a *viva*.

If the examiners are satisfied that the dissertation has reached the required level for the MTh but that minor corrections are needed, they will require the candidate to make these corrections before they submit their report. If the dissertation fails to reach the required level, the examiners may give the candidate permission to revise and re-submit a dissertation at one further examination period; but they are not obliged to give this permission, and will not do so if they judge that a candidate is not capable of reaching the required level in the time allowed. The re-submission must be no later than three terms after the first submission.

### **3.3 VIVA VOCE PROTOCOL**

1. The *viva voce* examination is intended as an integral component of the MTh examination [Part II].
2. Every student should expect to sit a *viva voce* examination following the submission or re-submission of their dissertation, and must be prepared to attend when called for a *viva*.
3. The date[s] on which *viva voce* examinations will take place will be announced no later than immediately after the final Examiners' Meeting of the previous Examination round.
4. The Examiners may dispense a student from the requirement to attend a *viva voce* examination. No student will fail the MTh without being summoned for a *viva*.
5. The purposes of the *viva voce* examination are to allow the student to offer a defence of their dissertation in conversation; to allow the examiners to continue to evaluate and assess the dissertation in order to come to an agreed final mark; and to allow examiners to feed back to students their assessment of the strengths and weaknesses of the dissertation.

### **3.4 ADVICE FOR THE STYLE AND PRESENTATION OF EXTENDED ESSAYS AND DISSERTATION**

#### **1. Presentation of Essays and Dissertation**

- Printing – The essay or dissertation must be printed or typed on one side of the paper only, with a margin of 3 to 3.5 cms on the left-hand edge of each page.
- Print two identical copies for submission.
- Page numbering – every page of your essay should be numbered.
- Line spacing – the main text should be 1½ or double spaced, with quotations longer than a sentence or phrase indented and single spaced.
- Cover Sheet – can be found at the back of this Handbook or on the Faculty's WebLearn site.
- Contents page – if this is appropriate to the form of the essay or dissertation.
- Bibliography – all essays and dissertations will need a bibliography, including all the books (and even other sources) that you have used in writing the essay or dissertation, even if you do not refer to them directly.

- Word limit (7,000 maximum for Part I essay, 20,000 maximum for dissertation) includes footnotes but not bibliography. In addition, Part I Unit 2 may also contain a portfolio of supporting material with the permission of the Chair of Examiners.
- Appendices are not compulsory, but can be included if absolutely relevant to the piece of work. Appendices should be included in the word count, so care should be taken that any material included supports the piece of work, rather than overburdening it.
- Binding - the essay or dissertation must be securely bound together in a plastic file. Loose-leaf binding is not acceptable.

## 2. Practical Suggestions

The Faculty expects written work to be carefully and consistently presented in accordance with one of several standard styles. The chosen style should govern such matters as spelling, abbreviations, punctuation, quotations, footnotes, bibliographical references and other aspects of scholarly presentation. Students are advised to consult with their supervisors about the standard style most appropriate for them, bearing in mind that some styles entail a higher word count than others.

Some examples of widely used presentation styles include:

- *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* (Peabody, Mass.: Hendrickson Publishers, 1999). This is available for consultation in the faculty library and online (the handbook is protected but there is an open access student guide available.): <http://www.sbl-site.org/publications/publishingwithsbl.aspx>
- The Oxford style (Robert Ritter, *The Oxford Guide to Style* [Oxford: Oxford University Press, 2002] or Robert Ritter, *The Oxford Style Manual* [Oxford: Oxford University Press, 2003]).
- The Chicago style (Kate A. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*, Chicago Guides to Writing, Editing and Publishing, 7th edition [Chicago: University of Chicago, 2007], which is available online at: [http://www.chicomanualofstyle.org/tools\\_citationguide.html](http://www.chicomanualofstyle.org/tools_citationguide.html).

Students are strongly advised to take great care over English grammar and style. Supervisors should not be expected to give time to correcting such matters. Their concern is properly with academic method, content, and coherence. Simplicity and directness of style are desirable. Technical vocabulary, where it has to be used, should always be carefully explained so that examiners and other readers are left in no doubt about the sense in which the writer is using it. Every care should be taken to ensure the standard style, uniformity, and accuracy of references. A good essay, dissertation or thesis can be spoilt by lack of attention to detail in the final stages of completion.

Students would also be advised to consult the University's guidance and information about plagiarism: <http://www.ox.ac.uk/students/academic/goodpractice/about/> and academic good practice: <http://www.ox.ac.uk/students/academic/goodpractice/develop/>.

### 3. Footnoting for Essays and Dissertation

Use footnotes:

- a) when you have referred to an author or book, even if you have not quoted directly from it;
- b) where you have referred in passing to an idea that needs some rooting in a background of thought or in a wider context;
- c) where you have used an idea that you have found in someone's book, and you need to acknowledge it;
- d) where it would be useful to point to writers that take a different approach from your own.

At least in the first case, and preferably in all four, be specific in giving relevant pages from the book or article. In general, avoid conducting an argument in a footnote. Since these words will be counted in the limit imposed on you, you might as well weave argument into the text. This makes for a tighter and neater way of writing than moving between one argument in the text and another in the footnote. Try and confine footnotes to bibliographical reference, though it is a good idea sometimes to include a one sentence summary of an author's point (with page number) if it is relevant to the argument; this is particularly useful for cases (b) – (d) above. Including a brief point like this indicates to the reader that you have actually read the work you refer to, rather than culling an impressive list of books from someone else's bibliography.

Make it your aim never to cite any work you have not read, or at least consulted. There are different footnoting and reference styles available for use, some of which are listed in the 'Practical Suggestions' section above. Whatever form you adopt must be used in a uniform fashion throughout your essay or dissertation.

#### 3.5. EXTENSIONS AND SUSPENSIONS

**1. Extensions.** If, as a result of unforeseen extenuating circumstances, such as illness, you are unable to meet a deadline for a Part I Essay or Part II Dissertation, notify your Course Director or Senior Tutor as soon as possible, and certainly before the deadline occurs. He or she may then contact the Proctors to seek an extension of the deadline – a request that will normally need to be backed up by a medical certificate or similar evidence. If such an extension is granted, it is unlikely to be more than a short period. If the extension granted is for longer than a week or two, it is likely that the essay will not be marked until the following examination round.

**2. Suspensions.** For appropriate reason, a candidate may be permitted temporarily to withdraw from the course (forfeiting the privileges he or she would have as a registered MTh student) and to re-enter at some subsequent date. Such a provision is known as a suspension of status. The deadlines for submitting work as indicated in the *Examination Regulations* do not include terms spent with suspended status.

Candidates should apply for a suspension after consultation with their director of studies. The appropriate form (GSO.17) is available to download from the University website:

[http://www.ox.ac.uk/students/course\\_guidance\\_supervision/graduates/forms/](http://www.ox.ac.uk/students/course_guidance_supervision/graduates/forms/)

This should be submitted to the Graduate Studies Assistant for Theology, Humanities Division, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, OX2 6GG and will be considered by the MTh Studies Committee and a report made to the Faculty Board. Suspension is normally approved for one, two or three terms at a time. Further suspensions must be re-applied for but it is unlikely that suspension of status will be permitted for more than six terms in total.

## **GRADE DESCRIPTORS AND EXAMINERS' CONVENTIONS**

### **4.1 GRADE DESCRIPTORS**

Grade descriptors used to award marks for the Master of Theology in Applied Theology and Postgraduate Diploma in Applied Theology can be found in the appendices at the end of this Handbook.

### **4.2 EXAMINERS' CONVENTIONS**

The MTh exam conventions are in the process of being revised, and they will be circulated to students as soon as they have been formally approved.

**IMPORTANT DATES (N.B. THESE DATES ARE PROVISIONAL)**  
ACADEMIC YEAR 2016-17

	HILARY TERM	TRINITY TERM	LONG VACATION PRE-MICHAELMAS
<i>Examination Entry Forms to Examination Schools (see <a href="http://www.ox.ac.uk/students/exams/entry/">http://www.ox.ac.uk/students/exams/entry/</a> for dates)</i>	Early February 2017	Late July 2017	
<i>Essay Submission to Examination Schools</i>	Friday 28 April 2017 (by 12 noon)		Friday 29 September 2017 (by 12 noon)

The MTh Studies Committee usually meets on Monday afternoons during 3rd week and 7th week in Full Term.

Title Application forms should be submitted for consideration by the MTh Studies Committee c/o the Graduate Studies Assistant for Theology and Religion, no later than 12 noon on the following dates. Forms received after the deadline may have to be considered at a later meeting. The proposal forms may be submitted electronically, or by hard copy (see p.44 *Essay and Dissertation Forms* for full details on how to submit).

	MICHAELMAS TERM	HILARY TERM	TRINITY TERM
<i>Title Submission Deadline 1</i>	Friday 21 October 2016	Friday 27 January 2017	Friday 5 May 2017
<i>Title Submission Deadline 2</i>	Friday 18 November 2016	Friday 24 February 2017	Friday 2 June 2017

**GUIDELINES FOR PART II SUPERVISORS**

The supervisor and student should meet as soon as possible after the supervisor has been appointed by the MTh Studies Committee. At this initial meeting a general plan for the dissertation should be arranged.

The supervisor is responsible for advising the student about literature and courses and appropriate research techniques.

The supervisor should ensure that the student work within a planned framework and with a realistic timetable.

The supervisor should meet with the student regularly, at least twice a term. The supervisor should expect written work to be delivered on time, and should also ensure that it is returned within a reasonable period.

The student's college should ensure that the supervisor makes a written report at the end of each term on the student on the online Graduate Supervision System. The supervisor should inform the MTh Studies Committee if in his or her opinion the student is unlikely to reach the standard for the Degree of Master of Theology.

Where appropriate the supervisor may also arrange for the student to discuss his or her work with other staff.

The supervisor should not be absent on leave unless he or she has made appropriate arrangements with the College and MTh Studies Committee for temporary supervision.

Where appropriate the College arranges remuneration of the supervisor.



## MTh in Applied Theology: Core Teaching, 2016-17

**Michaelmas Term**

This term introduces key aspects of method and illustrates different approaches to the subject, including the role of Scripture in Applied Theology. Some case studies in Applied Theology will be explored: the doctrines of atonement and sin are examined contextually. These sessions are not intended to provide you with the material you will need to write your essays but to demonstrate the range of approaches and topics you might address in them.

On two occasions *senior theologians* in the University will make presentations and we will work with them in connecting their theological interests with the course's concern for Applied Theology.

The Practical Theology Seminar which runs in Michaelmas and Hilary Terms is not part of the MTh course but is deliberately arranged to follow on after lunch in the weeks when second year MTh students are also present for their twice-termly seminars. This Practical Theology Seminar enables exposure to more approaches and topics as researchers (visitors, members of college staff, and some former MTh students) share their work by making a presentation and opening up discussion: it is highly recommended.

<b>Week</b>	<b>Year 1</b>	<b>Practical Theology Seminar</b>
0	Orientation: introducing staff, students, and the course NICK WOOD and TEAM	
1	Approaches to Applied Theology ROB ELLIS and TEAM	
2	A Doctrine in Context: Atonement LUCY GARDNER	
3	'Can there be a Christian Platonism?' Professor Mark Edwards	Ben Johnson: 'David as a Man after God's Own Heart' in Biblical Research
4	The Bible & Applied Theology LIZ HOARE and TEAM	
5	The doctrine of God: 'Only a suffering God can help?' ROB ELLIS	Cate Williams: Title tbc
6	Sin: A Feminist Perspective CATHY ROSS	
7	'How the New Testament matters for what I do – the Venerable Bede:' Professor Sarah Foot	
8	Research Methodologies, and Review of Applied Theology CATHY ROSS, LIZ HOARE, and TEAM	

### **Hilary Term**

In Hilary Term we continue to examine doctrines in the light of practices and contexts. Three more senior professors join us. Towards the end of term, in small groups, all class members will make a presentation of some topic they have begun working on towards a submitted essay for this course.

<b>Week</b>	<b>Year 1</b>	<b>Practical Theology Seminar</b>
1	Jesus and Christology LUCY GARDNER	
2	The doctrine of humanity CATHY ROSS	
3	Professor Paul Fiddes	Ben Kautzer: 'The Sacramentality of Mercy: Practising the Compassion of God'
4	Ascension, Power and Fulfilment ROB ELLIS	
5	Professor Marcus Bockmuehl	David Hazell: 'Uncovering the Foundation of an Applied Ecclesiological Method'
6	Student presentations	
7	Student presentations	
8	Professor Nigel Biggar	

### **Trinity Term**

We meet for only the first six weeks of the final term. These sessions look beyond Doctrine, Context and Practice to some other parts of the course. The final session will draw up some of the loose ends and have opportunities (as always) for questions.

There is no Practical Theology Seminar in Trinity Term.

<b>Week</b>	<b>Year 1</b>	
1	Theology and/or Mission CATHY ROSS	
2	Christian Theology in a World of Other Faiths NICK WOOD	
3	Theological Science and Social Science? MARK CHAPMAN	
4	Theology and/or Liturgy MYRA BLYTH	
5	Sacramental Theology GEORGE WESTHAVER	
6	Concluding session	

**\*This timetable may be subject to revisions as the course progresses. Updated timetables will be circulated to students via email\***

## MTh Grade Descriptors

## APPENDIX D

### GRADE DESCRIPTORS USED TO AWARD MARKS FOR MASTER OF THEOLOGY IN APPLIED THEOLOGY AND POSTGRADUATE DIPLOMA IN APPLIED THEOLOGY

Grade	Descriptors
70% + Excellent	<p>Work of this quality will demonstrate</p> <ul style="list-style-type: none"> <li>• superior argumentative structure, with a very firm organisation of material, strong coherence and high degree of clarity, in addressing the agreed title with a significant degree of originality</li> <li>• delimitation of the topic of study in a way which shows superior understanding of what is appropriate to the field of inquiry</li> <li>• excellent knowledge, understanding and use of relevant primary and/or secondary sources</li> <li>• excellent knowledge, understanding and use of relevant core concepts</li> <li>• superior choice and execution of appropriate methods for inquiry and presentation, including superior evidence of research skills appropriate to the area of inquiry</li> <li>• superior evidence of reflection, critical evaluation and judgement</li> <li>• reflective self-awareness, particularly with regard to the interpretation of experience</li> <li>• excellent presentation of material; high level of linguistic and grammatical accuracy; full and accurate use of scholarly apparatus</li> </ul>
66-69% Very Good	<p>Work of this quality will demonstrate</p> <ul style="list-style-type: none"> <li>• very good argumentative structure and coherence in response to title</li> <li>• clear delimitation of topic of study in a way which shows understanding of what is appropriate to the field of inquiry</li> <li>• very good knowledge, understanding and use of relevant primary and/or secondary sources</li> <li>• very good knowledge of and ability to apply relevant core concepts and methods of inquiry</li> <li>• strong evidence of application of critical evaluation and judgement</li> <li>• very good presentation of the material; high linguistic accuracy; correct use of scholarly apparatus</li> <li>• strong evidence of research skills appropriate to the area of inquiry</li> <li>• strong evidence of reflection, critical evaluation and judgement</li> <li>• some perceptive and / or original integration</li> </ul>
60-65% Good	<p>Work of this quality will demonstrate</p> <ul style="list-style-type: none"> <li>• good argumentative structure and coherence in response to title</li> <li>• delimitation of topic of study in a way which shows understanding of what is appropriate to the field of inquiry</li> <li>• good knowledge, understanding and use of relevant primary and/or secondary sources</li> <li>• good knowledge of and ability to apply relevant core concepts and methods of inquiry</li> <li>• evidence of application of critical evaluation and judgement</li> <li>• good presentation of the material; linguistic accuracy; correct use of scholarly apparatus</li> <li>• evidence of research skills appropriate to the area of inquiry</li> <li>• evidence of reflection, critical evaluation and judgement</li> <li>• some perceptive and/or original integration</li> </ul>
57-59% Moderate	<p>Work of this quality will demonstrate</p> <ul style="list-style-type: none"> <li>• some argumentative structure and coherence in response to the title</li> <li>• an attempt to delimit the topic of study in a way showing some understanding of what is appropriate to the field of inquiry</li> <li>• some relevant knowledge, understanding and use of appropriate primary and / or secondary sources</li> <li>• some knowledge of and ability to apply relevant core concepts and methods of inquiry</li> <li>• some attempt to make critical evaluations and judgement</li> <li>• reasonable presentation of the material; some degree of linguistic accuracy; reasonable use of scholarly apparatus</li> <li>• evidence of some research skills appropriate to the area of inquiry</li> <li>• evidence of some reflection, critical evaluation and judgement</li> <li>• weak perceptive and/or original integration</li> </ul>

50-56% Poor	<p>Work of this quality will be lacking in some of the essential elements listed for “Good” work. In particular it will demonstrate</p> <ul style="list-style-type: none"> <li>• a weak argumentative structure and coherence in response to the title</li> <li>• a weak attempt to delimit the topic of study in a way which shows only a little understanding of what is appropriate to the field of inquiry</li> <li>• some relevant knowledge, understanding and use of appropriate primary and / or secondary sources</li> <li>• some knowledge of and ability to apply relevant core concepts and methods of inquiry</li> <li>• weak attempts to make critical evaluations and judgement</li> <li>• poor presentation of the material; significant linguistic inaccuracies; weak use of scholarly apparatus</li> <li>• weak evidence of research skills appropriate to the area of inquiry</li> <li>• poor evidence of some reflection, critical evaluation and judgement</li> <li>• little or no perceptive or original integration</li> </ul>
Below 50% Inadequate	<p>Work of this level will</p> <ul style="list-style-type: none"> <li>• lack clarity of focus, give little (or no) evidence of argumentative structure or ability to organise material</li> <li>• demonstrate little (or no) attempt to delimit the topic of study in accordance with the demands of the discipline</li> <li>• give little (or no) evidence of knowledge of relevant primary and/or secondary literature</li> <li>• give little (or no) evidence of knowledge and application of core concepts and methods</li> <li>• give little (or no) evidence of understanding of primary and/or secondary literature</li> <li>• give little (or no) evidence of understanding of concepts and methods used and discussed</li> <li>• make poor use of relevant primary and/or secondary literature</li> <li>• be poorly presented, with linguistic inaccuracies and incorrect use of scholarly apparatus</li> <li>• show little evidence of research skills appropriate to the area of inquiry</li> <li>• make little (or no) attempt to apply critical evaluation and judgement</li> </ul>

### Examiners for MTh and PG Dip (Applied)

Chairman	Dr N Wood	Regent’s Park College, Oxford
Examiner	Dr R Ellis	Regent’s Park College, Oxford
Examiner	Dr P Groves	Faculty of Theology and Religion, Oxford
Examiner	Dr L Nelstrop	St Benet’s Hall, Oxford
Examiner	Dr E Percy	Trinity College, Oxford
Faculty Assessor	Professor C Harrison	Christ Church, Oxford
External	Dr A Todd	University of Cardiff

**CANDIDATES MUST NOT UNDER ANY CIRCUMSTANCES CONTACT EXAMINERS DIRECTLY. Please address any queries to your college tutor.**

Oxford is a large, complex and diverse university, and although you will soon find your way around, it can be somewhat daunting at first. Here are some of the key people and locations with which you should familiarise yourself, as well as a very brief account of the institutional arrangements which support graduate work.

Information about the Faculty can be found on <http://www.theology.ox.ac.uk>.

This handbook and other resources for graduate students are available on the Faculty's website:

<http://www.theology.ox.ac.uk/current-students/graduate1.html>

## REGISTRATION

### Registration and Student Self Service

All new students are sent a college freshers' pack containing details of how to activate their Oxford Single Sign-on account. The Oxford Single Sign-on is used to access Student Self Service to register online, as well as to access other central IT services such as free University email, WebLearn and the Graduate Supervision System.

In order to complete your registration as an Oxford University student, navigate to <http://www.ox.ac.uk/students/studentselfservice/> and log on using your Single Sign-on username and password. New students must complete their registration by the end of the first week of term in order to confirm their status as members of the University. Ideally students should complete registration before they arrive. Continuing students must register at the anniversary of the term in which they first started their programme of study.

Once students have completed their University registration, an enrolment certificate is available from Student Self Service to download and print. This certificate may be used to obtain council tax exemption. In addition to enabling students to register online, Student Self Service provides web access to important course and other information needed by students throughout their academic career. Students can amend their address and contact details via Student Self Service, and they can use the Service to access detailed exam results, see their full academic record, and print transcripts.

### Email

All new University members are automatically registered for an email account. Details are sent to your college within a couple of days of your University Card being issued. Once a student's registration details have been processed, the student be provided with information to enable access to email and other online IT facilities. The IT Services Self-Service Registration (<https://register.it.ox.ac.uk>) enables management of various accounts, including email. The University email service (known as Nexus) can be accessed via a Web browser (<https://owa.nexus.ox.ac.uk/>), a mobile device, or an email client such as Outlook or Thunderbird. IT Services provides further information about the Nexus email service at <http://help.it.ox.ac.uk/email/>.

### University Card

The University Card provides students with access to facilities and services such as libraries, computing services and the Language Teaching Centre. In some colleges and faculties students

also need the card as a payment card or to enter buildings, which have swipe-card access control. The University Card also acts as a form of identity when students are on college or University premises. Cards are issued to students by their college on arrival in Oxford once registration has been completed.

### **Computing**

Most colleges have a computer room with software for word-processing and other applications, connections to the central University machines and the Internet, and printers. Provision is also made for the use of personal laptops.

The Philosophy and Theology Faculty Library provides a number of networked PCs to allow users to access online e-resources, including subscription based databases, e-journals and the internet. In addition there is a PC available with word-processing and other software packages in one of the reading rooms. Printing is available from all PCs. Laptop computers may be used anywhere in the library. [Wi-Fi access](#) is available in the Faculty Library as well as in the Bodleian. There is a photocopier located on the second floor of the Gibson Building which you are able to use (**pin code: 1314**). There is currently no charge for this.

[Oxford University Computing Services](#) (OUCS) are at 13 Banbury Road, Oxford OX2 6NN (Telephone 01865 273200). The building is open Monday to Friday 8.30am–10.30pm (University Card required for entry after 5.30pm).

Undergraduates have access to the following:

- Courses on a wide variety of IT topics and training for the European Computer Driving Licence (ECDL)
- Help Centre for assistance with OUCS user accounts, IT problems etc
- Open-access terminals
- Shop for purchase of computers, software, cables, consumables etc

You are also welcome to follow the [Faculty's official facebook site](#) and use it to keep in touch with your fellow students and Faculty staff.

### **Dates of term**

The academic year at Oxford University runs from October to June. The year (2016-17) is divided into three eight week terms, Michaelmas (autumn), Hilary (spring), and Trinity (summer).

<b>Michaelmas 2016</b>	Sunday, 9 October	Saturday, 3 December
<b>Hilary 2017</b>	Sunday, 15 January	Saturday, 11 March
<b>Trinity 2017</b>	Sunday, 23 April	Saturday, 17 June

### **PEOPLE**

The MTh in Applied Theology is largely focused around your College, but not entirely. These are some of the other staff members who you are likely to come into contact with during the course of your studies:

### ***The Graduate Studies Assistant (GSA)***

The Graduate Studies Assistant deals with most on-course graduate studies matters and is also secretary to the MTh Studies Committee, so will be your first port of call for essay and dissertation proposals. Mr Nick Fowler is the Graduate Studies Assistant, and he is based at the Humanities Division Graduate Office, Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG (email: [nick.fowler@humanities.ox.ac.uk](mailto:nick.fowler@humanities.ox.ac.uk); telephone: [2]70048).

Please note that the Graduate Studies Assistant does not deal with matters pertaining to examination entries and submissions.

### ***The Academic Assistant***

The Academic Assistant provides on-course support for graduate matters and assists the Chairman of the MTh with the administration of examinations. The Administrative Assistant is based at the Faculty of Theology and Religion, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG (email: [academic.assistant@theology.ox.ac.uk](mailto:academic.assistant@theology.ox.ac.uk); telephone: [2]70790).

### ***The Faculty Director of Graduate Studies***

The Faculty's Director of Graduate Studies (DGS) has overall responsibility for graduate students in Theology, and is available to help where appropriate. The Director of Graduate Studies is Professor Graham Ward, at Christ Church (email: [dgs@theology.ox.ac.uk](mailto:dgs@theology.ox.ac.uk)).

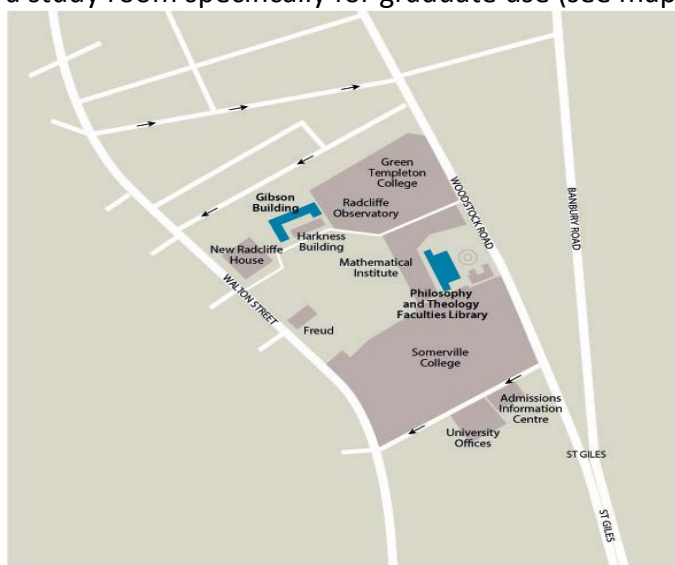
### ***The Faculty Librarian***

The Faculty's Librarian is Dr Hilla Wait, and she is based at the Faculty Library (see under below for address and map).

## **PLACES**

As part of finding your way around Oxford, you will need to locate:

- The Faculty Centre at the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, which has a common room and workspaces for student use during term time.
- The Faculty Library at Radcliffe Humanities, Radcliffe Observatory Quarter, Woodstock Road, which has a study room specifically for graduate use (see map);



- Your college, which will have a college office for routine business; correspondence from the Faculty will be sent to you at your college address;
- Your supervisor's office (whether in college or the Faculty Centre);
- The Bodleian Library, and any other specialist libraries you may require;
- The Language Centre, 12 Woodstock Road, which provides courses and self-teaching facilities in major European languages, most of which are free to members of the University;

### **PROCTORS**

The Proctors are the University officers whose remit includes the maintenance of discipline and the conduct of examinations. Appendix C explains where to find the procedures for complaints and appeals in examination matters. Approaches to the Proctors should be made through your college.

### **AIMS AND OBJECTIVES OF THE FACULTY OF THEOLOGY AND RELIGION**

The Faculty of Theology and Religion shares the University's general aims as found in its Strategic Plan 2013-18, which can be found at: <http://www.ox.ac.uk/about/organisation/strategic-plan>

### **KEEPING IN TOUCH**

Graduate students occasionally experience a measure of isolation in a large institution, and it is important to build in opportunities for regular contacts:

- with fellow students, whether in the Faculty or your college;
- with your supervisor;
- with those responsible for teaching you;
- with your college adviser;
- by participating in graduate seminars, attending lectures and other events organized by the Faculty and colleges. You must find out which graduate seminars you are required to attend in your area of study.

Towards the end of each term, the Director of Graduate Studies will ask you to submit a confidential self-report to him via the on-line Graduate Supervision System (GSS), outlining your progress, and inviting you to discuss any problems you may have encountered. Please see page 5 of this handbook for more information about the Graduate Supervision System (GSS).

### **ADVICE AND SUPPORT**

Advice and support with problems or queries that concern standard academic procedures and regulations are usually most readily available from your supervisor or from the Graduate Studies Administrator ([graduate.enquiries@theology.ox.ac.uk](mailto:graduate.enquiries@theology.ox.ac.uk)). Your college adviser or Tutor for Graduates will also be able to advise you. Questions about non-standard matters may be directed to the Director of Graduate Studies. Where there are any problems that might have a significant impact on your progress, it is essential that both the Faculty and your College are informed. The University Counselling Service (<http://www.ox.ac.uk/students/shw/counselling/>) is available to help you address personal or emotional problems that get in the way of having a good



experience at Oxford and realising your full academic and personal potential. They offer a free and confidential (non-emergency) service. Telephone: +44 (0)1865 270300.

Oxford Nightline (<http://users.ox.ac.uk/~nightln/>) is a confidential listening and information service run for students by students. Students can phone free on internal phones, or visit their office at 16 Wellington Square. Nightline can also be contacted by the University's messenger postal service. Telephone: +44 (0)1865 (2)70270.

## **SERVICES FOR STUDENTS AND STAFF WITH DISABILITIES**

*Colleges are able to provide help and special facilities. The University operates a code of practice to provide equality of opportunity for those with disabilities. The Equality and Diversity Unit offers advice and guidance to disabled students and staff on a range of issues including disability related funding, benefits and other sources of support.*

The Faculty Lead is Professor Graham Ward (Director of Graduate Studies).

The Faculty Coordinator is Alison Broadby (Head of Administration and Finance).

There is also a Faculty Disability Officer, Dr Andrew Teal, Pembroke College, telephone (2)86276, e-mail [andrew.teal@theology.ox.ac.uk](mailto:andrew.teal@theology.ox.ac.uk). Andrew is the primary contact within the Faculty for students with disabilities.

An Access Guide for People with Disabilities, giving details about the accessibility of virtually all buildings within the University, is available from the Disability Advisers and from the Oxford Student Union Welfare and Equal Opportunities Officer (telephone 01865 (2)88466, email [advice@ousu.org](mailto:advice@ousu.org)). It is also available on the University website at <http://www.admin.ox.ac.uk/access>.

If you have a disability and require support or equipment to help in some aspects of your study, every effort will be made to provide the best solution for you. It is important that you discuss your needs with your college tutors as soon as possible, preferably prior to arriving at Oxford in order that provision can be made. It is also extremely important that staff in the Faculty Centre Office are made aware of any special access requirements.

The Disability Office work through a network of Disability Contacts at College and Departments in order to advise on the Disabled Students Allowance and appropriate study support needs. Oxford University Library Services has a centre that provides support for students primarily with visual impairment but also those with specific learning disabilities (SpLD) or mobility impairment. The Accessible Resources Acquisitions and Creations Unit ([ARACU](#)) can provide texts in a range of alternative formats such as audio, digital and large print. The Disability Librarian is Teresa Pedroso, 01865 (2)83862, email [teresa.pedroso@bodleian.ox.ac.uk](mailto:teresa.pedroso@bodleian.ox.ac.uk). Special arrangements can be made to help disabled students, including those with dyslexia, dyspraxia and other SpLDs in taking their University examinations. If you require special arrangements please discuss this with their tutors and their College Doctor as soon as possible after arriving at the University.

**Further information can be obtained from the University Disability Office, +44 (0)1865 280459, email [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk), or see the University website at <http://www.ox.ac.uk/students/shw/das/>**

## ESSAY AND DISSERTATION FORMS

The forms on the following pages can be photocopied, or downloaded from the Faculty of Theology and Religion Weblearn site:  
<https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/theology>.

### 1. TITLE APPROVAL FORMS

Title Approval Forms should be submitted as an email attachment to the Graduate Studies Assistant: [nick.fowler@humanities.ox.ac.uk](mailto:nick.fowler@humanities.ox.ac.uk). It is a requirement to cc: the member of academic staff who is responsible for supervising the piece of work in question where a physical signature is not provided. The Faculty may contact them to verify their support of the proposal. Alternatively, signed hard copies should be addressed to the Graduate Studies assistant, Humanities Division, Radcliffe Humanities, Woodstock Road, Oxford, OX2 6GG. The deadline for submissions is noon on the Friday prior to the Committee meeting at which it will be considered (see Appendix A, p.32 for further information regarding deadlines and dates).

*Please note that a proposal will not be considered by the MTh Studies Committee unless it has the prior approval of the member of academic staff person supervising.*

#### 1.A ESSAYS

Title Approval Forms must be submitted to the MTh Studies Committee not less than two months before the date for submission of the essay for examination (see Appendix A for submission deadlines). Note that approval is given to the title and not to the submitted outline. You should note any feedback from the Committee, which the secretary will communicate by email following the meeting.

#### 1.B DISSERTATIONS

Title Approval Forms for dissertations are normally submitted to the MTh Studies Committee during the Trinity Term in which you are due to complete Part I (see Appendix A for submission deadlines). Please note the supporting materials that need to be provided with the form.

### 2. COVER SHEETS

### 3. SUBMITTED WORK DECLARATION

## FACULTY OF THEOLOGY AND RELIGION: GRADUATE TAUGHT COURSES APPLICATION FOR APPROVAL OF MTh ESSAY OR DISSERTATION TITLE

Completed forms should be emailed as an attachment to: [nick.fowler@humanities.ox.ac.uk](mailto:nick.fowler@humanities.ox.ac.uk). It is a requirement to cc: the member of academic staff who is responsible for supervising the piece of work in question. The Faculty may contact them to verify their support of the proposal.

By submitting this application you are confirming that the supervisor of this piece of work has seen and agreed the proposal.

Student details			
Name		College	
Course		Date	
UNIT/PAPER			

Supervisor details			
Name of person who will supervise this piece of work		College	

Proposed title of essay/dissertation (delete as applicable)
<p><b>Is this a resubmission? YES/NO</b> If this is an amended title or resubmission, please give the original title:</p>

Please provide a brief account of the main themes and proposed structure of the piece of work (250 words maximum, 750 words for an MTh dissertation)

**Summary bibliography (8 items for an essay, 25 items for an MTh dissertation)**

**RESEARCH ETHICS APPROVAL**  
For information, go to: <http://www.admin.ox.ac.uk/curec/introduction/>

**(Please tick one box only)**

I confirm that no human participants will be involved and no personal data will be used in my research and therefore ethical approval is not required.

I confirm that I will complete a CUREC1/1A.

I confirm that I will complete CUREC2 (or NHS REC or OXTREC application).

**FACULTY OF THEOLOGY AND RELIGION**  
**COVERSHEET FOR GRADUATE TAUGHT COURSES**  
**ESSAY/DISSERTATION/THESIS**

**Candidate Number:**

**Examination:**

**Title of essay/dissertation/thesis (delete as applicable):**

**Word Count:**

**If relevant:**

**RESEARCH ETHICS APPROVAL (Please tick one box only)**

For information, go to: <http://www.admin.ox.ac.uk/curec/introduction/>

- I confirm that no human participants were involved and no personal data was used in my research and therefore ethical approval was not required.
- I confirm that my completed CUREC1/1A was approved by the appropriate REC.
- I confirm that my completed CUREC2 (or NHS REC or OXTREC application) was approved by the appropriate REC.



**FACULTY OF THEOLOGY AND RELIGION**  
**GRADUATE TAUGHT COURSES**  
**SUBMITTED WRITTEN WORK DECLARATION**

Name:

College:

Course:

Candidate Number:

Year of Examination:

Dear Chair of Examiners,

*I ....., declare that the accompanying piece of work is all my own work and that no part of it has been submitted for any other degree - either from the University of Oxford or another institution.*

Yours sincerely

(Signature of candidate)

Name of supervisor of this piece of work:

College of supervisor of this piece of work:

As supervisor of this piece of work, I endorse the candidate's declaration above.

(Signature of Supervisor)

