

LOYOLA SCHOOL OF THEOLOGY

Theology and Ministry Program
Ateneo de Manila University

LST Form #R101

COMPLETION GUIDE FOR CULMINATING RESEARCH M.A. THESIS / CAPSTONE TRANSLATION/PASTORAL PROJECT

(As of 8 July 2017; see *LST Student Handbook* for more details)

1. **Types of Culminating Research** for M.A. major in Theological Studies:
 - 1.1. **Thesis:** 80 – 150 pages;* demonstrates ability to organize, and articulate research
 - 1.2. **Capstone Pastoral Project** (in Religious Education or Pastoral Ministry): 80 – 150 pages;* effective communication of a particular doctrinal, moral or pastoral response to a contextualized problem
 - 1.3. **Capstone Translation Project:** 80 – 150 pages;* translation of a document or significant section of document with critical analysis of the translation process; Filipino is main language LST can handle (although translation into other languages may be explored)
 - 1.4. **Capstone Research Project** (see separate Completion Guide, Form R201)

2. **Procedure:**
 - 2.1. Student sees to it that all forms are accomplished and submitted on time (see deadlines).
 - 2.2. [Form R104] **Assignment of Adviser** for Thesis/Capstone Translation/Pastoral Project
Student chooses an Adviser, usually from among professors of courses previously taken by the student; may seek advice from Director of Advanced Graduate Students; discusses the choice of adviser with VPAA who assigns the adviser, and adviser accepts.
 - 2.3. [Form R105] **Approval of Proposal by Adviser** for Defense
Proposal is 10 pages* excluding bibliography; usually becomes Chapter 1 of the Thesis; must be submitted at least 3 weeks before projected date of Proposal Defense. Enroll in Theo Prop 200.
 - 2.4. [Form R106] **Approval of Thesis by Adviser** for Second Reader
Submission of the form and manuscript by the student triggers assignment of 2nd Reader.
 - 2.5. [Form R107] **Assignment of Second Reader** for Thesis
At least 5 weeks must be given to the 2nd Reader for completing his/her work.
 - 2.6. [Form R108] **Approval of Thesis by Second Reader** for Defense
This form must be submitted to the LST Secretariat with 5 copies of the manuscript. At least 3 weeks must be given to the defense panel for reviewing the work. Enroll in Theo Def 200.

3. **Timeline:**
 - 3.1. Only students who have enrolled in and passed the MA Comprehensive Exam are eligible to enroll in Theo 401, Thesis Writing I. (But those in STB-MA may enroll in Theo 401 under STB instead of MA in order to complete the MA within the STB years. Ideally, they defend their proposal by STB yr2, spend STB yr3 writing the thesis, take the MA Comprehensive Exam in STB yr4 Sem1 *before* the STB Comprehensive Exam, then defend the MA Thesis in STB yr4 Sem2.)
 - 3.2. During registration for the term when work will begin with an adviser, student enrolls in Theo 401, Thesis Writing I, and works with VPAA on Form R104 for assigning an adviser; upon submission of Form R105 with the approved Proposal, student enrolls in Theo Prop 200.
 - 3.3. In subsequent terms of working with an adviser, student enrolls in Theo 402, Thesis Writing II.
 - 3.4. Roughly, in the target semester for defense, the full draft must be submitted to the adviser early in the 1st month, the adviser's approval obtained early in the 2nd month, the 2nd reader's approval obtained in the 3rd month, and the defense scheduled in the 4th month.

* Length in pages considers standard LST research-paper conventions; see *LST Style Manual: Guidelines for Theses and Dissertation Writers* (look up LST website downloadables).