



**VERITAS
INTERNATIONAL
UNIVERSITY**

Thesis, Ministry Project, and Dissertation Guidelines

After completing your comprehensive examination, the student may officially enroll in the thesis/dissertation research and writing course. All theses, dissertations, and ministry projects must be defended on campus. However, before this time (at least eight months for graduate level), you must enlist an appropriate (i.e., competent in your subject matter) member of the resident faculty who is willing to serve as the student's Thesis/Project/Dissertation supervisor. The supervisor shall be responsible for approving the student's topic of research as well as overseeing and directing the research.

Submission and Acceptance of Thesis Topic

All research topics must have prior approval by your Supervisor at least eight (8) months prior to your intended graduation date. Students shall submit to their supervisor in writing a clearly articulated proposed topic of research along with a bibliography listing titles that will be used in the research. Your topic should be narrow in focus and substantial enough to be considered a publishable work. Your proposal should be accompanied by a brief abstract explaining why you believe the topic is worthy of research. In addition, include an outline of sub-topics to be included in your research how you propose to treat/research the topic.

Submission of the Work

All research must be submitted to VIU with appropriate form, style, and content. The following are the necessary requirements for all theses and Dissertations, Ministry Projects may vary due to the practical nature of the project.

Form and Style

Each work must be submitted according to the form and style described in the latest edition of Kate L. Turabian, *A Manual for Writers, Term Papers, Theses, and Dissertations*. Be sure to proof read work several times and check for accuracy of all citations. If there are an excessive number of errors, you may be asked to reprint and resubmit your work that may result in delays. A Turabian Helper with examples can be obtained from the VIU website.

PhD Dissertation and Procedure Guidelines

PhD students should follow the above guidelines except where they differ from those given in this section (or in the AR1551 syllabus) on dissertation procedure. Students will have three (3) years from completing their comprehensive exam to complete the dissertation and live defense (Viva Voce) along with subsequent revisions. Under consultation of the program director, the student will select an acceptable topic on which to perform original research and write a doctoral dissertation (AR1551 Dissertation). The dissertation shall conform to SBL or Turabian format, with the text-proper being no less than 250 pages (not including bibliography, appendices, charts, tables, figures, etc.), and not exceeding 500 pages. Three VIU faculty members and one external reader shall constitute the students dissertation committee. The topic must be: 1) a unique contribution to the field of study and 2) incorporate aspects of both archaeology and biblical history. The dissertation shall be defended before the committee and other members of the VIU PhD faculty. (See the AR1551 syllabus for details).

Number of Copies and Binding

The student shall submit three (3) copies of his/her work to VIU in temporary spiral or coil binding for review by the Thesis Committee Evaluators. After reviewing the thesis (allow up to 8 weeks for review), your evaluators will schedule a live oral defense of the work.

Live Oral Defense (Viva Voce)

The live oral defense will be scheduled by your supervisor who will choose two additional faculty members (one may be an external reader from another institution) to serve as your evaluation committee. The oral defense will usually take place on the VIU campus (or satellite teaching site). The purpose of your defense is to: 1) allow faculty review of your research, 2) to enquire of points which are unclear, 3) to give you the opportunity to set right any misconceptions about your work, 4) to ensure you have really written the thesis yourself, 5) to discover whether further work needs to be done. After your oral defense is complete, the evaluators will deliberate in private for a short time. At

this time, the evaluators may recommend to the student revisions and/or corrections to the work and give the student a grade. There are five possible grade outcomes for the student:

- Pass (with no corrections or revisions)
- Pass (normally with minor corrections). You have up to two (2) weeks to complete.
- Pass (with major revisions). You have up to four (4) weeks to complete.
- Resubmit the thesis for further evaluation. Graduate students have up to six (6) months to complete. PhD students have 3 years (36 months) from the completion of their comprehensive exam(s) to complete all writing, live oral defense, and revisions.
- Fail, without resubmission.

After corrections are made the work must again be submitted in hard board permanent binding that is capable of standing erect on a library shelf. It is essential that the permanently bound thesis contain the following information on the spine. Beginning at the lower portion of the spine, include:

- The initials of the student's first and middle name, and the full last name of the author (e.g., D.J. Smith).
- Name of the degree for which the thesis is being submitted (e.g. M.Div. or Ph.D.).
- The year thesis is submitted.
- Full title of the Thesis.

It is essential that on the face of the permanently hard bound copy the following appears centered beginning at the top cover:

- Two inches below the top cover, include the full name of the University (e.g. Veritas International University).
- Allow for three inches of space from the University name to write the full title of your thesis/dissertation.
- One inch below your title, write out the full name of your degree (e.g. Master of Divinity).
- Two inches up from the bottom of cover spell out your full name with middle initial.
- Directly under your name place the year the thesis was submitted.

DMin Ministry Project and Defense

At least one (1) year prior to graduation, the student must enlist a Project supervisor from the VIU faculty. The Ministry Project and Defense (MP900) offers an opportunity for the student to make a unique and practical contribution related to apologetics. The

contribution and presentation is unique to the student's apologetic gifting and practical ministry goals that will benefit the body of Christ. Since the DMin project is practical in nature, format and guidelines will be determined by your supervisor.

The actual presentation and defense of the Ministry Project is fulfilled on campus and scheduled by appointment with your supervisor. A total of three (3) faculty members will comprise the student's Ministry Project Committee during the presentation and defense. After the defense, the student will have no more than six (6) months to complete all revisions. DMin students should follow the guidelines list above unless they differ from specific DMin syllabus or VIU literature.