

LOYOLA SCHOOL OF THEOLOGY

Theology and Ministry Program

Ateneo de Manila University

LST Form #R201

COMPLETION GUIDE FOR CULMINATING RESEARCH M.A. CAPSTONE RESEARCH PROJECT (4 PAPERS)

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

1. **Description** of the Capstone Research Project for M.A. major in Theological Studies:
 - 1.1. Consists of **four (4) Major Papers with an overall Introduction and Conclusion**.
 - 1.2. Each **Major Paper** is 15 – 30 pages* written usually for a course previously taken. The 4 Major Papers need not be closely linked.
 - 1.3. Each Major Paper's **First Reader** is the professor for whom or under whose guidance the paper is written. Each Paper is reviewed by a **Second Reader**. An **Overall Adviser** is assigned for the Capstone Research Project. The Overall Adviser may or may not be a First Reader for one or more of the Papers. The Overall Adviser guides the student in writing the overall Introduction and Conclusion and functions as the Second Reader for all the Papers, except for those Papers where s/he is also the First Reader. For these latter Papers, the VPAA assigns a Second Reader.
 - 1.4. There is **no Proposal Defense** for a Capstone Research Project.
2. **Procedure:**
 - 2.1. Student sees to it that all forms are accomplished and submitted on time (see deadlines).
 - 2.2. [Form R204] **Assignment of Overall Adviser** for Capstone Research Project
Student chooses an Overall Adviser; may seek advice from Director of Advanced Graduate Students; discusses the choice of adviser with VPAA who assigns the adviser; adviser accepts.
 - 2.3. [Form R205] **Approval of Major Paper by First Reader** for Capstone Research Project
1st Reader judges whether the Paper, after revision, qualifies for inclusion in the Project.
 - 2.4. [Form R206] **Assignment of Second Reader for Major Paper**
VPAA assigns a 2nd Reader for a Paper only if the Paper's 1st Reader is also the Overall Adviser.
 - 2.5. [Form R207] **Approval of Major Paper by Second Reader** for Capstone Research Project
Overall Adviser accomplishes this form for Papers where s/he is not the 1st Reader.
 - 2.6. [Form R208] **Approval of Capstone Research Project by Overall Adviser** 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 write and revise Major Papers in the first 3 yrs of STB, take the MA Comprehensive Exam in STB yr4 Sem1 *before* the STB Comprehensive Exam, then defend the MA Capstone Research in STB yr4 Sem2.)
 - 3.2. During registration for the term when work will begin with an Overall Adviser, student enrolls in Theo 401, Thesis Writing I, and works with VPAA on Form R204 for assigning an Overall Adviser.
 - 3.3. Student accomplishes Forms R205, R206, R207 throughout the years of course work.
 - 3.4. In subsequent terms of working with an adviser, student enrolls in Theo 402, Thesis Writing II.
 - 3.5. Roughly, in the target semester for defense, the full draft of 4 Papers and overall Introduction and Conclusion must be submitted to the Overall Adviser by the 2nd month, the Overall Adviser'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).