



Guidelines and rules for written assignments

3 September 2015

During the course of the Theology study, there will be many written assignments. Take, for example, an essay, a memorandum, thesis, literature review, workpiece, dossier or paper. On Sakai you can find clear instructions regarding the requirements for written assignments, what the objectives are and what the scope should be.

All written work must meet the following formal criteria:

- In the specialization phase and in the various specialization subjects of the Master of Theology General Programme, lecturers are free to accept different referencing systems for theses and assignments, as long as they are consequently applied in an academically justified manner.
- Cover page includes title and possibly subtitle, student's name and student number, name of the education programme or module, name of the lecturer(s) and date of completion.
- A well-groomed layout (headers or footers with page numbers, title, and student's name; a clear character font; headings, sub-headings and paragraph titles according to a consistent system; images, tables, graphs, and maps numbered consistently and always referred to in the text; each table, image, graph, or map should have a title/description and an accurate citation of the reference source).
- Correct spelling (use a dictionary) and accurate punctuation. In the case of an average of more than one spelling mistake per page, the work will be returned, unassessed, for improvement.
- The file name of the document contains the student's name (= user name) and the name of the education module or programme component.

- Work is submitted, preferably, in PDF format, unless otherwise specified on Sakai.

All work is submitted as an assignment on Sakai within the prescribed deadline. If a written production does not meet the prescribed formal criteria, the student will receive the returned work with orders to adapt it within two days.

All this applies, unless it has been otherwise regulated in the assessment form.

For graduation theses, the Thesis Regulation applies, in addition to these guidelines and rules.