# **UNIVERSIDADE METODISTA DE SÃO PAULO – UMESP**

**FACULTY OF HUMANITIES AND LAW**

**POSTGRADUATION PROGRAM IN RELIGIOUS STUDIES**

**Manual for preparation of the Qualification Project:**

**Master’s Degree**

**and**

**Doctorate**

**São Bernardo do Campo, August 2014**

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## **Presentation**

## The researcher comes to have a document which intends to aid him/her in the academic trajectory which precedes the Qualification Examination, leading to the presentation of the dissertation or the defense of the thesis.

The Manual involves two aspects, namely: The ***Foundations of the Manual***, with pertinent justification of its relevance; and the ***Report Presentation Format***, handling the basic lines concerning the physical aspect that the document shall assume.

**1. Foundations of the Manual**

This Manual aims to present standards which guide the student of the Master’s Degree and Doctorate in Religious Studies, in the preparation of the *Academic Report and Research Project*, concerning the qualification examination, thereby establishing criteria for the evaluation by the Board (as per the requirements of section XII, of the Regulations of the Stricto Sensu Postgraduation Programs, of the Universidade Metodista de São Paulo).

The rules of this Manual were prepared by the Program Publication Commission, which was based upon the standards of ABNT – Brazilian Association of Technical Standards and the experience gained in the Brazilian University, especially in UMESP, as well as the scientific bibliography published about this theme.

*The Qualification Examination includes the evaluation of the report of the academic life of the student and the project of dissertation or thesis* (Article 28 of the Regulations of the Stricto Sensu Postgraduation Programs, of the Universidade Metodista de São Paulo).

In accordance with Art. 32 of the Regulations of the Stricto Sensu Postgraduation Programs, of the Universidade Metodista de São Paulo, for enrollment in the Qualification Examination the student shall:

*I - prove proficiency in 01 (one) foreign language for the master’s degree and 02 (two) for the doctorate, respecting the specificities of each program;*

*II – have achieved with approval all the credits in disciplines required by the Program;*

*III - submit 04 (four) copies of the research project in accordance with the standards established by the Program Collegiate.*

*Sole Paragraph: Foreign students must prove proficiency in Portuguese Language, in accordance with the relevant legislation.*

Also in accordance with the Regulations, the *Qualification Examination will be executed before an examining board composed of 03 (three) lecturers bearing the title of doctor, being indicated and presided over by the lecturer/tutor.* (Art. 29) This examination covers both the evaluation of the Academic Report and the Project of Dissertation or Thesis.

The qualification examination aims to evaluate both the academic trajectory of the candidate and his/her research project. It is the appropriate moment to evaluate the relevance of the research theme and the actual conditions of executing the project. The qualification examination, therefore, must be faced as an exercise of the candidate to the title of master or doctor in the *art of research*, to use the language of W.C. Booth et alii (*A arte da pesquisa*, São Paulo, Martins Fontes, 2000).

**2. Report Presentation Format**

***Cover sheet* –** The cover page (model # 1) must contain, at the top, centralized, the name of the University, Faculty and Postgraduation Program; below, there follows the provisional title of the dissertation or thesis; then, there must be indicated the name of the candidate and, on another line, the name of the tutor. Below, justified to the right, the nature of the work, course name and degree intended must be explained. On the last lines the name of the city, month and year.

## ***Summary*****–** It is a page which contains the localization of the parts and topics of the documents (Academic Report and Research Project), clearly indicating the number of the page on which the parts and main topics can be localized (model # 2).

## **Autobiography** **–** It concerns an optional item, in which the student presents succinctly (in at most to reports), his/her academic and professional trajectory. Thus, without being a mere *curriculum vitae*, this autobiography must be a type of memorial, which offers information about the candidate’s history, indicating his/her inclinations and connections with the object of study chosen.

## ***Introduction to the text* –** A page must be reserved for the introduction, in which the following two documents are presented, indicating the objectives of each one of them, i.e., the Academic Life Report and the Research Project, in a qualification examination.

## ***Keying* -** The texts for the qualification examination must be keyed with interlinear space 1.5, edited in Times New Roman, font 12, printed on A4 paper, spiral binding, in four copies. The pages must be numbered in the bottom right-hand corner, maintaining the following measures for the margins: left, 4 cm; right, 2.5 cm; upper and lower, 2.5 cm each one. It is advisable for esthetic reasons, that the text is aligned in the right margin. The printing can be done only on the front of the sheet or on its front and back.

***ABNT Standards* -** On the site of UMESP it is possible to access the different AVBMT standard manuals: <http://www.metodista.br/biblioteca/servicos/biblioteca/servicos/aluno>

The report for the qualification examination is composed of two parts, namely: the *Academic Report* (Part I); and the *Research Project* (Part II).

## Part I

## Academic Report

The first part of the qualification examination report must gather together data concerning the period that the student studied the disciplines. In this part, besides submitting an autobiography (optional) which indicates his/her academic and professional trajectory, the student must indicate the disciplines studied in the master’s degree and/or doctorate, showing succinctly his/her observations about the progress in each one of them, indicating the research prepared (seminars, reports of reading and monographs). This part of the project must be brief, it not being necessary to present the educational plan of the disciplines studied as a whole. The first part of the report must also contain the participation in a Research Group and academic events, teaching experience and publications.

* 1. **Roadmap for preparing the Academic Report**
     1. **ID**

Candidate’s name:

Universidade Metodista de São Paulo

Faculty of Humanities and Law

Postgraduation Program in Religious Studies

Concentration Area:

Research Line:

Tutor:

Level (Master’s Degree or Doctorate):

Development Institution (if there is one):

Course start date:

End term for tegh defense of the dissertation or thesis:

* + 1. **Disciplines studied** – The report of the disciplines studied must come with a start page containing a table (Model # 3) with columns and lines with the following data: Titles of the disciplines studied, lecturers, period (semester and year), number of credits, grades obtained[[1]](#footnote-1).

The following pages need to describe each discipline studied. This part must record: the name of the discipline or lecturer, the date upon which it was studied, the credits and the grade obtained. Next, there must be recorded a summary of programming content of the discipline studied, the basic bibliography (not the full bibliography) indicated for the discipline, the way in which the student was evaluated (indicate the title of seminars present, as well as the final monograph of the course, review, summary or activity required as evaluation instrument). It is essential to indicate the contribution that this discipline gave to the preparation of the project of dissertation or thesis. Each discipline, description and comments must occupy at most *a* page.

* + 1. **Scientific production** – Presentation of possible scientific production of the candidate over the last five tears, related to the titles of work presented in congresses, articles and books published, research done, as well as the participation in research groups.
    2. **Participation in events** – Indicate congresses, seminars, internships, extracurricular courses, etc., always reporting the events (name, date, place and institution) in which the candidate took part as a listener or presented work.
    3. **Teaching activities executed in the last five years** – Report the teaching activity, including internship, the courses given in the last five years, whether at an academic or community level.

## 

## Part 2

## Research Project

A *Stricto Sensu* postgraduation course is characterized by the excellence of the scientific knowledge and research produced in a determined concentration area. Without these features there is no justification for the existence of master’s degree or doctorate courses in a University.

Research, according to A.L.Cervo & P.A. Bervian (*Metodologia científica*, 2ª edição, São Paulo, McGraw-Hill, 1979, p. 38), is *an activity concerned with solving problems* and its objective *consists of discovering answers to questions, through employing scientific processes*. Thus, the importance of planning the research and the existence of those constitutive elements of a project, such as: theme, problem, hypothesis, methodology, bibliographic review, theoretical framework, etc.

The classification of the research, regarding the objectives and forms of procedures to be used, is the theme of several scientific work methodology manuals. Among others we can mention Antonio Carlos Gil (*Como elaborar projetos de pesquisa*, São Paulo, Atlas, 1996, p.45 s.), which classifies research, regarding its objectives into: exploratory, descriptive or explanatory research. While the classification, based upon the technical procedures used, favors the necessity of comparing the theoretic vision with the data of reality.

In a course of the human sciences area, as is the case of the Postgraduation Program in Religious Studies of UMESP, bibliographic research is of extreme importance. That is why, in a research project in this area, the candidate has to show his/her capacity in the classification of bibliographic sources, in the mastery of books, both those of current reading and those considered to be of reference in his/her concentration area, knowledge of the periodical publications and a clear vision of the separation between primary and secondary documentary sources.

### Components of the Research Project

**2.1.1 Title and theme**

In this part it is necessary that the candidate presents the theme chosen for the Research Project, which will possibly, with certain modifications, but not necessarily be the title of the dissertation or thesis. Here a certain flexibility must be maintained, as the title may undergo alterations during the research, mainly due to suggestions arising from the board in the qualification examination.

* + 1. **Summary**

Presenting, in a page, the theme intended to be developed, describing the object, indicating the objectives of the research and the methodology to be employed. At the end of the summary there must be presented up to six keywords of the Project, as well as the due indexation to the research line of the concentration area with which there is a link.

* + 1. **Delimitation of theme**

The delimitation of the theme indicated is essential in a Research Project. In this stage, the object is presented in detail, describing its process of construction. The delimitation involves the contextualization of the object, starting from the general data to arrive at its particularities, channeling the theme in such a way that the author of the research manages to lead the reader to the specificity of the research proposed. This part can include a clear and concise portrayal of the object and the objective of the investigation, having to take special care with the terms of the theme, seeking, by means of the definition to make clear the meaning that will be given to the concepts and terms throughout the research.

* + 1. Problematization and hypotheses[[2]](#footnote-2)

It is in this item that the theme is broken down into problems to be investigated, thereby separating the problem from the problematic in which it is contained, allowing the viewing of the difficulties or limits within which the research will occur. In this stage there can be references to the genesis of the problem and the manner in which it has been approached.

In the case of Doctorate research, it is expected that the author also indicates his/her hypotheses. The hypothesis is a provisional answer to the problem stated, having to be tested throughout the research. It is by means of it that one can glimpse the probable result or possible answer. In the words of Triviños[[3]](#footnote-3), the probable or possible result depends upon the hypothesis “pre-established, supported by a theory”. In certain types of research, including the descriptive or exploratory ones, the hypotheses can be replaced by “research questions” expressed by guiding questions, which function as if methodical queries released and guided the research. The hypothesis must always be sustained in two principles, namely: the *negative* and the *positive*. The main hypothesis and the secondary hypotheses will be formulated succinctly before possibly being made explicit.

* + 1. **Justification**

Here it concerns justifying the theme and the object, explaining their relevance. This item must answer the following questions: What is the academic importance of this research? Does it contribute to the advance of knowledge in this area? Is it original? Will it be possible to apply this knowledge in society? In what way?

* + 1. **General objective and specific objectives**

The objectives explain the goal to be obtained with the research. This can be done in a global manner, with the general objective, which indicates what the development of the research as a whole is intended to achieve, and in a more detailed way, in the specific objectives. The latter are the division of the general. It is suggested that in the master’s degree research, three specific objectives are formulated, and in the doctorate research, up to five.

* + 1. **Bibliographic revision**

The bibliographic revision must contain an evaluation of the contributions of several authors for discussing the theme, the empirical or historical research already developed, covering directly or indirectly the problem chosen by the candidate. It is the study of what has already been written about the subject, a study of the current state of the research, the correlated themes. It is the opportunity for the candidate to show his/her knowledge regarding what has already been produced concerning the theme. Thus, the need to enhance the display of knowledge which the author of the Project must have of the national and international scientific production, whether books, articles, dissertations and theses, already produced or in progress, about similar and correlated themes. The bibliographic revision implies preparing descriptions of these texts, making explicit their link with the research proposed.

* + 1. **Methodological theoretical framework**

It concerns making clear, in compliance with the type of research intended, the theoretical instruments which will be used to study, analyze, classify, organize and systematize the ideas (in the case of theoretical research) or the data (in the case of empirical research) of the research. It can lead to a historical or theoretical outline of the problem, with clarification of the main concepts and categories involved. It can include the method chosen to develop the research (for example, hypothetical-deductive, historical, phenomenological, etc.). It will possibly include models or criteria of analysis and interpretation borrowed from connected or auxiliary knowledge, such as sciences of language: linguistics, semiotics, semantics, literary criticism, discourse analysis, hermeneutics of the symbols and narratives, literary and historical exegesis; philosophical disciplines: logic, epistemology, phenomenology, hermeneutics, rhetoric; theological disciplines, as dogma and ethics; legal and historical disciplines, especially history of religions; human and social sciences: psychology, anthropology, sociology. One will seek to construct a coherent whole, avoiding merging models and paradigms.

* + 1. **Methodological procedures**

The type of research to be developed must be announced: empirical, theoretical or historical research, or a combination of several forms of research. The type of research will command the adoption of specific procedures and techniques, which shall be made clear and justified. It concerns, for example, ways of studying the data or sources, as documentary research, open, semistructured or structured interviews, questionnaires, focal groups, etc. The universe to be studied, the constitution of the sample (or the analysis corpus) and the manner of collecting data shall be carefully established.

* + 1. **Basic bibliography of the Project –** It consists of preparing a list of relevant works for developing the research, using for this the ABNT standards or those which are officially adopted for the Course. In this part it is important to show skill in handling written information, in separation between primary and secondary sources, in order to prepare one’s own bibliographic trail.
    2. **Projection of dissertation or thesis –** It concerns presenting a pre-plan of the future text. Nevertheless, this preliminary plan shall not be a straightjacket, as it can be changed throughout the research or even by suggestion of the qualification board. However, this projection indicates to what extent the candidate to the degree of Master or Doctor has already outlined the divisions of the text into chapters and sub-titles, also indicating in summarized form what will be developed in each chapter (see Model # 5 in the annex), i.e., besides the list of the topics, the projection shall include a brief summary of each chapter.
    3. **Chapter of the Thesis or Dissertation**

For the **Master’s Degree, if the qualification project is deposited by the start of the 3rd semester of the course (February or August), the student does not need to present a chapter to the board. If the project is deposited in a term exceeding the one indicated, it is mandatory to attach a chapter of the Dissertation to the qualification project**. For the **Doctorate, if the qualification project is deposited by the start of the 3rd semester of the course (February or August), the student needs to annex ONE chapter of the thesis to the qualification project. If the project is deposited in a term exceeding the one indicated, it is required that TWO chapters of the Thesis are attached to the project**. The chapters, in both cases, are not conclusive, they must only show to the board the progress of the research process, revealing the capacity of the researcher to develop an articulated text about his/her object.

* + 1. **Timescale**

It is the presentation of how the activities will be distributed diachronically, from the planning, execution of the Project, until the delivery of the dissertation or thesis. There are several models for preparing a timescale, although we recommend Model # 4 of the annex of this Manual.

1. **ANNEXES**

**3.1 Annex 1 – Cover Sheet**



**3.2 Annex 2 – Summary**

**SUMMARY**

Presentation ...................................................................................................................

Part I – Academic report, preparation and presentation ......................................

* 1. Components and format of the report ...........................................................
     1. Cover page ....................................................................................................
     2. Summary ........................................................................................................
     3. Autobiography ..............................................................................................
     4. Introduction to text .....................................................................................
     5. Keying.............................................................................................................
  2. Report of academic activities ...........................................................................

1.2.1 General data .....................................................................................................

1.2.2 Disciplines studied ..........................................................................................

1.2.3 Scientific production .......................................................................................

1.2.4 Participation in events ....................................................................................

1.2.5 Teaching activities executed in the last five years ......................................

Part II – Research Project................................................................................................

2.1. Research project ........................................................................................................

2.2. Components and format of the Research Project ...............................................

* + 1. Title and theme .............................................................................................
    2. Project summary............................................................................................
    3. Delimitation of theme .................................................................................
    4. Problematization and Hypotheses .............................................................
    5. Justification ....................................................................................................
    6. General objective and specific objectives..................................................
    7. Bibliographic revision ..................................................................................
    8. Methodolical theoretical framework ..........................................................
    9. Methodological procedures..........................................................................
    10. Basic bibliography of the Project ...............................................................
    11. Timescale ........................................................................................................
    12. Chapter of Thesis or Dissertation ...............................................................
    13. Projection of dissertation or thesis .............................................................

Annexes ................................................................................................................................

**3.3 Annex 3 – Table of disciplines studied**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISCIPLINE** | **PROFESSOR** | **SEMESTER** | **NUMBER OF CREDITS** | **GRADE** |
| **Introduction to religious studies** | **Professor Dr.** | **I - 2011** | **03** | **A** |
| **Languages of Religion** | **Professor Dr.** | **I - 2011** | **03** | **A** |
| **Religion, Society and Culture** | **Professor Dr.** | **II - 2011** | **03** | **A** |
|  | **Professor Dr.** | **II - 2011** | **03** | **A** |
|  | **Professor Dr.** | **I - 2012** | **03** | **A** |
|  | **Professor Dr.** | **I - 2012** | **03** | **A** |
|  | **Professor Dr.** | **I - 2012** | **03** | **A** |

**3.4 Annex 4 – Timescale model**

**Period: January through December 2002**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Qualification examination** | **X** |  |  |  |  |  |  |  |  |  |  |  |
| **Bibliographic research (complementation)** |  | **X** |  |  |  |  |  |  |  |  |  |  |
| **Data collection (interviews)** |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Transcription of tapes (when there are any)** |  |  | **X** |  |  |  |  |  |  |  |  |  |
| **Examination of data** |  |  |  | **X** |  |  |  |  |  |  |  |  |
| **Tabulation (if it is quantitative research)** |  |  |  | **X** |  |  |  |  |  |  |  |  |
| **Analysis of all the data obtained** |  |  |  |  | **X** |  |  |  |  |  |  |  |
| **Wording of the first chapter** |  |  |  |  |  | **X** |  |  |  |  |  |  |
| **Wording of the second chapter** |  |  |  |  |  |  | **X** |  |  |  |  |  |
| **Wording of the third chapter** |  |  |  |  |  |  |  | **X** |  |  |  |  |
| **Wording of the conclusion, bibliography and introduction** |  |  |  |  |  |  |  |  | **X** |  |  |  |
| **Review of style, grammar, etc.** |  |  |  |  |  |  |  |  |  | **X** |  |  |
| **Delivery of text (dissertation or thesis)** |  |  |  |  |  |  |  |  |  |  | **X** |  |
| **Defense** |  |  |  |  |  |  |  |  |  |  |  | **X** |

**3.5 Annex 5 – Projection of future text of the Dissertation/Thesis**

**Introduction**

**Chapter 1 – Aste (Evangelical Theological Seminar Association)– Identity, crisis and hope**

**1.1 Institutional crisis**

**1.2 The ideology of Brazilian protestantism**

**1.3 The tension with theological education**

**Chapter 2 – Aste – The search for contextualization**

**Chapter 3 – Aste – Roots of the crisis**

**3.1 – Theological education in Brazil in the “golden years”**

**3.2 – The Evangelical Theological Seminar Association**

**3.3 – Theological education and the global missionary project**

**Conclusion**

***Besides the titles of the chapters and topics, the projection of the text shall make clear the contents of the different items (in two to three pages).***

**3.6 Annex 6**

**Regulations of the Postgraduation Courses**

**Section XII**

**Qualification Examination**

**Art. 28 The Qualification Examination includes the valuation of the report of the student’s academic life and of the dissertation or thesis project.**

**Art. 29 O The Qualification Examination will be executed before an examining board composed of 03 (three) lecturers bearing the title of doctor, being indicated and presided over by the lecturer/tutor.**

**Sole Paragraph. The request for the Qualification Examination will only be able to be sent for appreciation of the Program Collegiate with the agreement of the Lecturer-Tutor, who uses the form concerned to express himself/herself.**

**Art. 30 The result of the Qualification Examination is expressed through the grade approved or rejected.**

**Art. 31 The student who receives the grade rejected in the Qualification Examination will be able to submit himself/herself to a new examination in a term not exceeding 06 (six) months, as of the date of doing the first examination, after agreement of the lecturer-tutor, respecting the terms established by articles 18 and 19 of these regulations.**

**Art. 32 For enrollment in the Qualification Examination the student shall:**

**I - prove proficiency in 01 (one) foreign for the master’s degree and 02 (two) for the doctorate, respecting the specificities of each program;**

**II – have fulfilled with approval all the credits in disciplines required by the Program;**

**III - submit 04 (four) copies of the research project in accordance with the standards established by the Program Collegiate.**

**Sole Paragraph. Foreign students must prove proficiency in Portuguese Language, in accordance with the relevant legislation.**

**Art. 33 Exceptionally and observing the following criteria, the Examining Board of the Qualification Examination will be able to recommend to the Program Collegiate that the student is examined directly for the doctorate (Direct Doctorate), in the following situations:**

**I – Through request of the stakeholder by means of a specific form provided by the Postgraduation Secretariat;**

**II – When the quality of the project and erudition of the Examining Board recommends it;**

**III – Through report of the tutor, based upon proven scientific production of the student in his/her Curriculum Vitae, or Résumé.**

**§ 1º The decision to recommend the student for the Direct Doctorate shall be taken unanimously by the Examining Board.**

**§ 2º The Examining Board shall forward formally its decision to the Program Coordinator, who will submit for analysis to the Program Collegiate.**

**§ 3º If it is favorable to recommending the student for the Direct Doctorate, the Program Collegiate will request the report of a professor outside the Institution regarding the quality of the project, the relevance of the scientific production and the professional experience of the student.**

**§ 4º The external examiner shall forward his/her report to the Program Collegiate, which shall issue its conclusive report.**

**§ 5º The final decision related to the request for the Direct Doctorate shall be issued in a term not exceeding 60 (sixty) days, counting from the Qualification Examination of the Master’s Degree dealt with in the head provision of this article.**

**Art. 34 The transition to the Doctorate, understood as change of level, will be allowed up to the 18th (eighteenth) month, as of the entrance in the Master’s Degree, and will be executed in the semester following that of approval.**

**Art. 35 Scholars of CAPES promoted in advance and directly from the master’s degree to the doctorate, besides respecting that established in these regulations, shall obey the specific standards of this development agency.**

* 1. Annex 7 **Use of Notes**

Source: AZEVEDO, I. Belo, O Prazer da Produção Científica, UNIMEP, p. 125.

Use notes for additional information.

There are two types of notes (called footer notes, bibliographic notes or explanatory notes) to the main text.

When the text is numerical, the essential elements (author, title, place, editor, year and page used) for the identification of the sources regarding those which aim to add something to the text, but without truncating it and lengthening it too much. When the text is alphabetical, only the additional information appears in the note, which can be secondary comments to the author mentioned, news about authors and books, additional bibliographic suggestions, conceptual definitions, varied explanations and special highlights.

In any of the cases, use the footer notes for definitions and information which, successively, end up truncating the text too much. The resource allows the reading text to flow better, giving the reader the complement.

The note must appear in the page footer. If it is not possible, for a plausible technical reason, it can appear at the end. Avoid placing it at the end of each chapter or part, due to the difficulty of localization. Therefore, do not make long digressions, either to define a concept, or top offer essential information.

1. Note: The scholastic history issued by the secretariat of UMESP must not be used, as it does not contain all the data which interests the examining board. [↑](#footnote-ref-1)
2. In Master’s Degree projects it is not necessary to formulate hypotheses. It is a mandatory requirement for the Doctorate. [↑](#footnote-ref-2)
3. TRIVIÑOS, J.N. *Introdução à pesquisa em ciências sociais*, São Paulo, Atlas, 1987, p. 105 [↑](#footnote-ref-3)