

Major Seminary Rolduc

Study and Examination Regulations

2014

(Chapter II of the General Study Programme)

General Regulations

1. These Study and Examination Regulations aim to regulate, in the best way possible, the study for the priesthood in the major seminary of Rolduc according to the guidelines of the Roman Catholic Church regarding the formation of priests.
2. The Seminary of Rolduc is in its structure, in its organization of community life and its intellectual formation, a diocesan Major Seminary, according to the general ecclesiastical guidelines for the execution of the decree “Optatam Totius” of the Second Vatican Council and the relevant canons 232-264 of the Code of Canon Law.
3. The Study Programme particularly refers to: the apostolic constitution “Sapientia Christiana” including later adaptations, the “Ratio fundamentalis institutionis sacerdotalis” and the “Ratio Neerlandica”.
4. By acknowledgment of its theological curriculum, the Major Seminary Rolduc is affiliated with the Pontifical Lateran University. The successful completion of the curriculum and the passing of the baccalaureate exam confer the degree of “Baccalaureus in Sacra Theologia”.
5. In what follows, by “rector” is meant: the rector of the Major Seminary Rolduc, the rector of the International Diocesan Missionary Seminary ‘Redemptoris Mater’, the superior of religious institutes or, if applicable, the vice rector.
6. These Regulations replace all previous rules and regulations with regard to the academic study. These new regulations are in effect as of the academic year 2014/2015.

I. Study

A. Study Programme

7. When a candidate is admitted, the prefect of studies, together with the rector, compiles a study programme for the student. The general study programme, updated in the annual ‘Study Guide’, is the guide.
8. The study comprises 6 years: 2 years of philosophy and 4 years of theology. This includes the necessary completion of the preparatory studies, particularly the knowledge of Latin and Greek.

9. Courses, seminars, papers, thesis and practicals are rewarded with credits according to the European Credit Transfer System (ECTS). One credit equals a workload of 25 hours (courses, individual study and revision, preparation for the exam or practical).

10. In the case of a favourable preparatory study or in the case of having completed some parts of the curriculum at an earlier stage or at a different institute, dispensations may be granted. These dispensations are given by the prefect of studies, in deliberation with the professor(s) of the courses involved and after consulting the rector.

11. To take the baccalaureate exam, the student is required to have sufficient knowledge of Latin and Greek, sufficient credits (ECTS) for philosophical courses and to have followed the complete theological curriculum of the major seminary.

12. The number of credits designated for individual parts of the curriculum is published in the 'Study Guide'. During his study at the major seminary Rolduc, the student has to obtain a minimum of 60 credits (ECTS) per academic year.

13. Deacons or religious people may be allowed to follow specific courses, in consultation with the prefect of studies. They, and any other possible guest students, are subject to the same requirements with regard to exams and/or written papers as regular students.

B. Types of study

14. In the seminary, class attendance is mandatory. Students are to be present in all classes in the seminary that are part of their curriculum.

15. For special reasons the rector may, in individual cases, grant an exemption from the requirement to be present in class. Whenever this exemption has been granted, the student has the obligation to notify the prefect of studies and the professor involved as soon as possible.

16. In addition to attending classes, students are also expected to allow time for personal study. This pertains specifically to the revision of coursework, the preparation of exams and the writing of papers for seminars and the theses. The library is recommended as a particularly appropriate place of study.

17. Written papers are to be prepared according to the requirements indicated in the 'Study Guide'.

18. The guidelines for handing in papers and seminar reports are determined by the appropriate professor.

19. In years II, III, IV and V the student attends a seminar. The seminars offered are indicated in the 'Study Guide'.

20. In years II, III, IV and V, in addition to attending a seminar, the student writes a paper. It is possible to write this paper as an elaboration of the work for the seminar, although it should be a clear elaboration and deepening of the subject.

21. In the second semester of year V the subject of the final thesis is to be determined in consultation with the professor who is chosen by the student as a thesis supervisor, and the

student has to inform the prefect of studies of the chosen subject. The subject of the final thesis shall be of a theological or philosophical nature. Furthermore, before the beginning of year VI the basic structure of the thesis shall be elaborated and presented to the supervisor. The final version of the thesis has to comply with the norms as described in the 'Study Guide' and it is to be handed in to the secretary of the prefect of studies before the exam period of the second semester of year VI, both on paper and in digital form. The prefect of studies appoints the second reader, after consulting the supervisor.

II. Exam regulations

A. The matter of an exam

22. The examination material consists of the material presented in class. The professor may also assign a certain amount of required reading that enhances the course material.

23. The calculation of the maximum amount of material that may be assigned for any examination is based on the assumption that for every hour of class one hour of self-study must be completed. Under normal circumstances, the student is considered able to revise 5 pages of material in one hour of self-study. Therefore, the maximum amount of pages that may be assigned per exam is the amount of s.w.u. (credits) x 70 pages of printed text [(amount of s.w.u.) x (amount of weeks, 14) x (5 pages per hour)].

24. The professor is free to divide the exam material between the material presented in class and the assigned literature as long as the total does not exceed 70 pages per s.w.u.

25. The required reading is assigned at the beginning of the semester. In addition, the instructor can add certain texts; this is explained in the "Study Guide".

B. Examination period

26. The examination period is the exam period assigned for that purpose at the end of each semester.

27. Exams on subjects that have been taught by (guest) professors in concentrated units or by professors that have a conflict during the scheduled exam time, can, in consultation with the prefect of studies, be given outside of the normal exam time.

28. Postponement of exams is possible for serious reasons. Postponement of exams should happen in consultation with the professor and the prefect of studies.

29. Exams may be taken early, as long as all classes of the semester have been attended.

C. Forms of examination

30. The exam may be administered in writing, orally, or through a combination of both. The option to allow the student to choose is also possible.

31. For serious reasons, it is possible, in consultation with the professor, to administer the exam in sections. These sections would then no longer be part of the final exam.

32. It is possible, and in certain cases (for example, with languages) necessary, that for the final exam for the class several papers are assigned. These papers allow the student to gradually assimilate the material. These papers may count as partial exams.

33. In special cases, the professor, with permission of the prefect of studies, may allow the exam to be replaced with an assignment. This option may be granted by the board of professors, by the rector, by the prefect of studies, or by the professor.

D. Grading of Exams

34. The grading of exams takes place according to the traditional Dutch grading scale:

- | | |
|------------------------|---------------------------|
| 1. very poor | 6. satisfactory |
| 2. poor | 7. more than satisfactory |
| 3. very unsatisfactory | 8. good |
| 4. unsatisfactory | 9. very good |
| 5. almost satisfactory | 10. outstanding |

35. Moreover, these full marks may be subdivided. In that case they are either expressed in decimals or in 'quarter marks', by adding + (= + 0,25) or – (= - 0,25)

36. A mark of 6- or 5.75 is considered the lowest pass mark. Any mark below this grade is considered unsatisfactory and thus constitutes a fail.

37. In the case of observed fraudulent behaviour during any exam, the exam in question is declared invalid. The student is obliged to retake the exam during the following examination period. However, prior to this resit, the student will discuss the reasons for and consequences of his fraudulent behaviour with the prefect of studies and/or the professor.

38. The exam grades are passed on to the student secretariat as soon as possible and at the latest one day before the meeting of the board of professors.

39. After the board of professors has interpreted and/or officially confirmed the grades, the prefect of studies is charged with announcing them. At this announcement, which takes place as soon as possible after the board meeting has finished, he also informs the student of the decisions and suggestions as expressed by the board.

40. For every exam the student has passed he receives an exam certificate, signed by the professor and bearing the Institute's stamp. If the student has not passed the exam, he is handed the exam certificate without this stamp.

41. The prefect of studies is in charge of filing the study results.

E. Re-examination

42. If exam results are not satisfactory, the student is obliged to retake the exam.

43. In case the student fails the exam the professor will, in consultation with the prefect of studies, offer the student the chance of an oral or written re-examination, after giving the student advice on or obligations as regards study methods.

44. (Partial) resits are taken in the course of the following semester or in the re-examination period if there is one.

45. Re-examinations may take the form of:

- 1: one or more resits (see art. 46-49)
- 2: an extended exam (see art. 50)
- 3: extra assignments (see art. 51)

46. A resit is a re-examination which follows an exam that has not been passed and which is not taken in the same examination period.

47. A professor may grant a partial resit if the student's knowledge of the exam syllabus is so variable as to render the result of the exam in its entirety unsatisfactory. At the same time

however, the student's grasp of certain elements of the exam syllabus is indeed sufficient and the student will not need to study these elements again.

48. When grading partial exams, the final mark is determined by averaging the marks of the different parts. Consideration may be given to differences in importance of the exam material.

49. If, after all partial exams have been taken, the final mark is 6- or higher, no parts have to be retaken, even if some marks may have been insufficient.

50. If the professor decides the exam result is not satisfactory due to lack of knowledge on the part of the student or for other reasons, he may take the initiative to offer an extended exam. An extended exam is not considered a resit, provided that it is taken before the meeting of the board of professors in the semester concerned.

51. For assignments given instead of exams, see art. 33.

F. Progressing to the next year of studies

52. Both winter and summer semesters are followed by an exam period.

53. As a general rule, the student has to pass all his exams and hand in the required paper by the end of the exam period in June in order to unconditionally progress to the next year of studies.

54. Any exam which has not been passed by the end of the exam period in June has to be retaken in September.

55. If, after evaluating the student's academic results, the board of professors, the prefect of studies or the rector consider progression to the next year problematic, the prefect of studies will, in consultation with the rector and the student, draw up an alternative programme. This programme will take into account the student's academic capacities as well as reasons for any delay (e.g. prolonged illness).

G. The baccalaureate exam

56. The procedure for the baccalaureate exam is laid down by the Pontifical Lateran University.

57. The oral examination takes approximately 30 minutes and is taken in front of an examining board consisting of four members (three professors and chairman).

58. At the start of the examination the student gives a brief presentation of his thesis, which has already been assessed by the lector and co-lector jointly.

59. The student then makes a theological synthesis of a proposition, which he chooses from a selection of three. These three propositions are assigned by lot from a thesaurus of 15 propositions. Members of the examining board may question the students on this proposition, as well as on the other two selected propositions.

60. The final baccalaureate grade is determined as follows (marks out of 30, including decimals):

the weighted average of the exams of the theological curriculum (5/6)

the joint mark for the oral exam and the thesis (1/6)

III COMPLETING OR TERMINATING THE STUDY

61. The study is terminated

1. when the entire curriculum has been completed;
2. at the request of the student;
3. by means of a "consilium abeundi"

IV. THE PREFECT OF STUDIES

62. The prefect of studies is tasked with implementing the study programme which has been established according to the general rules of the church and the specific stipulations issued by the bishop or his vicar and the staff at the Seminary. He also has to make sure these Study and Examination Regulations are implemented by professors and students alike and he has to apply the general rules to specific cases.
63. He is responsible for drawing up lecture and exam schedules. He takes care of changes in lecture times and temporary substitutions of teaching staff, after prior consultation with the professors.
64. Appointments of new teaching staff take place with the prefect's knowledge.
65. He determines the students' study routes, after consultation with the rector.
66. Before students are exempted from certain obligations, the prefect consults with the professors of the subjects in question.
67. He communicates individual study routes to the professor.
68. He ensures students attend classes and assists them in case of any study-related problems.
69. He ensures exams and resits are taken in time.
70. He ensures students write their papers and thesis according to the relevant provisions.
71. He prepares the meeting of the board of professors; he informs students of their study results.
72. If any issues arise which may influence the student's study progress, the prefect of studies is informed. He will try to help resolve the issue. In case of a deadlock the rector, the prefect of studies and a third person appointed by the staff, will take a joint decision, possibly after consulting with members of staff.
73. The prefect of studies is responsible for maintaining relationships with the Pontifical Lateran University and makes sure the study programme respects the affiliation's conditions.

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